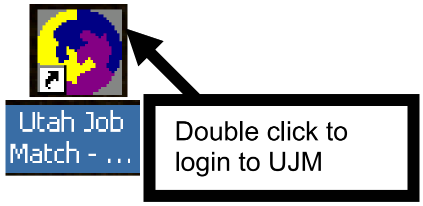
UTAH JOB MATCH RECRUITMENT MANUAL

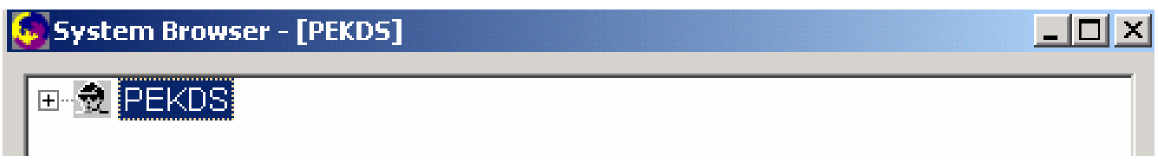
LAST REVISED: 01/26/04

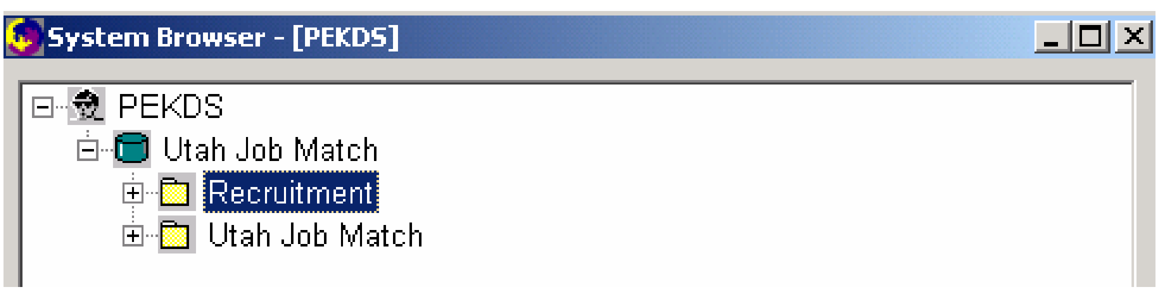
Logging into Utah Job Match

Log into UJM by clicking on the UJM icon on the desktop. Enter the User ID and Password. Click on O.K. to get to the UJM system browser.



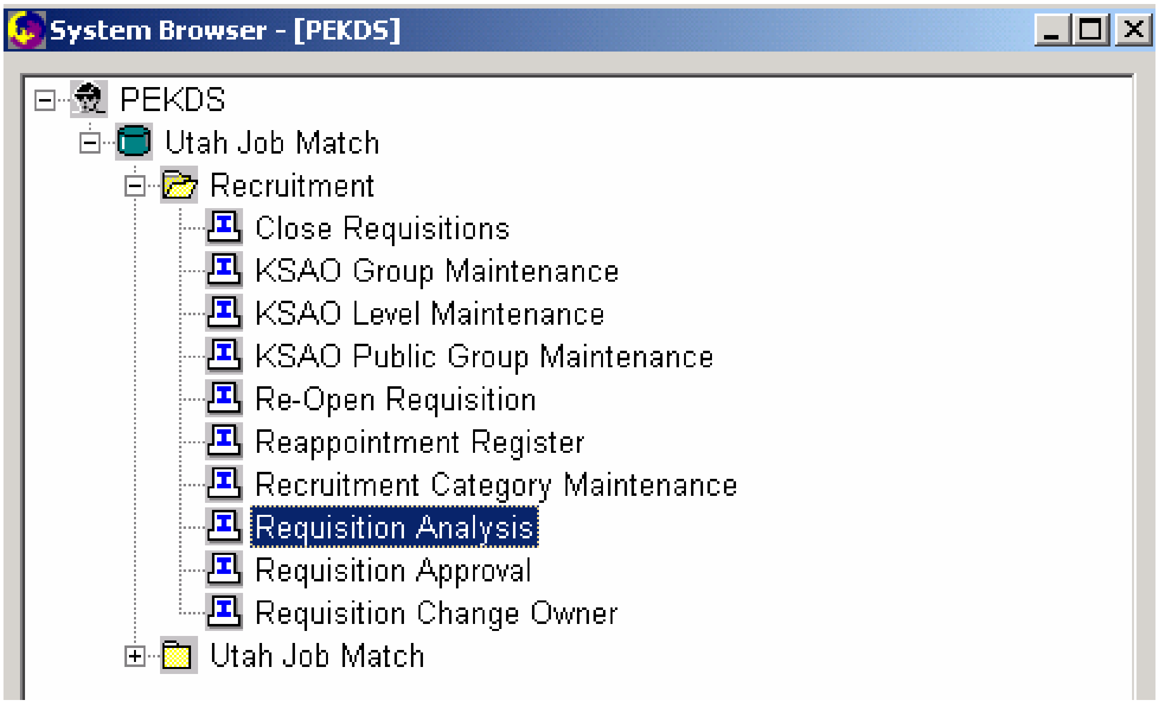
System Browser – At system browser, double click on User ID, double click on Utah Job Match, and finally, double click on Recruitment. This opens a list of activities to which the user has access.





Logging In

To open an activity, double click on the desired activity. The activity window will open.

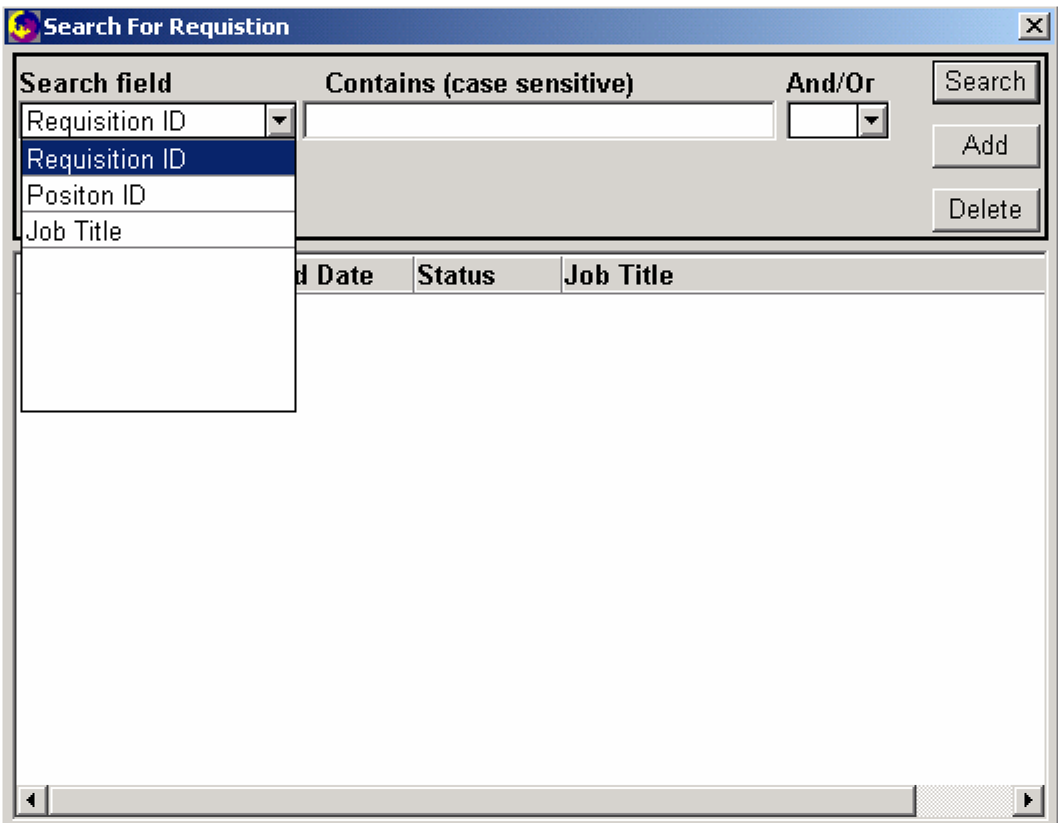


Finding an Existing Requisition

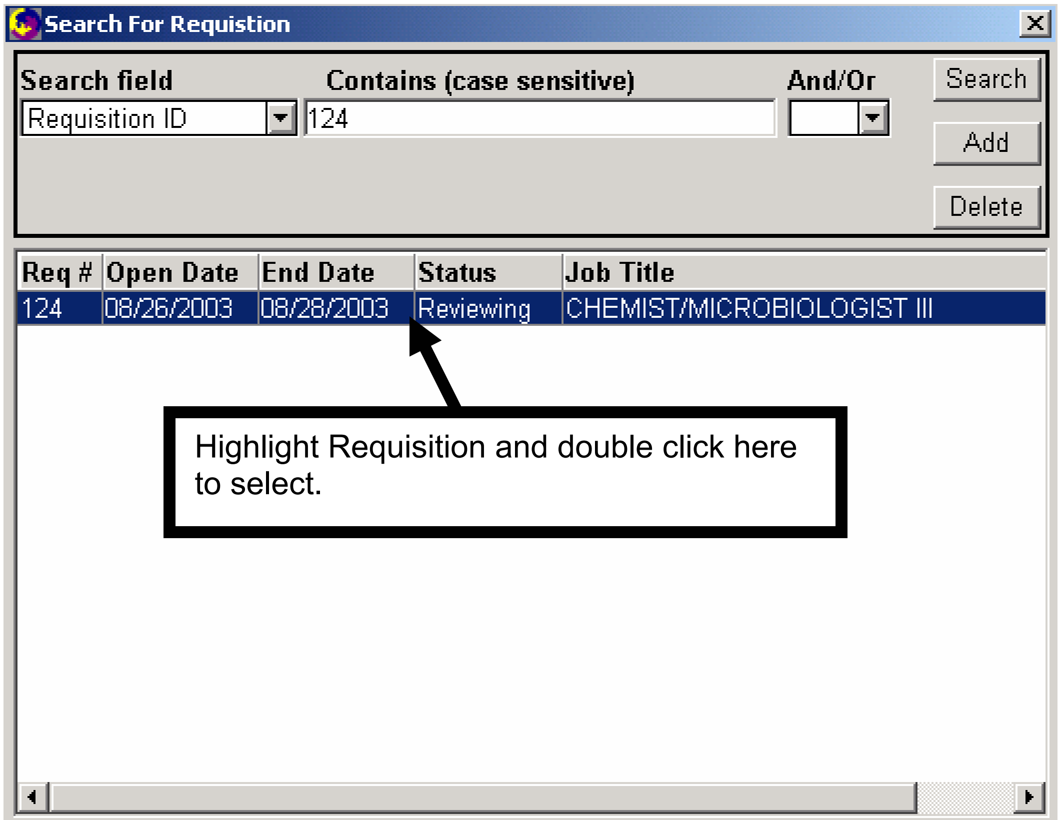
In the Requisition Analysis window, click on  to open the Search For Requisition window, or, go to File on Menu bar and select search.

Search Field – Search for the applicable requisition by Requisition ID, Position ID, or Job Title. Highlight a search field, then click on the Contains field.

Contains – Enter the desired ID or Title and click the Search button. Make sure the title is entered in all caps as the search menu is case sensitive.

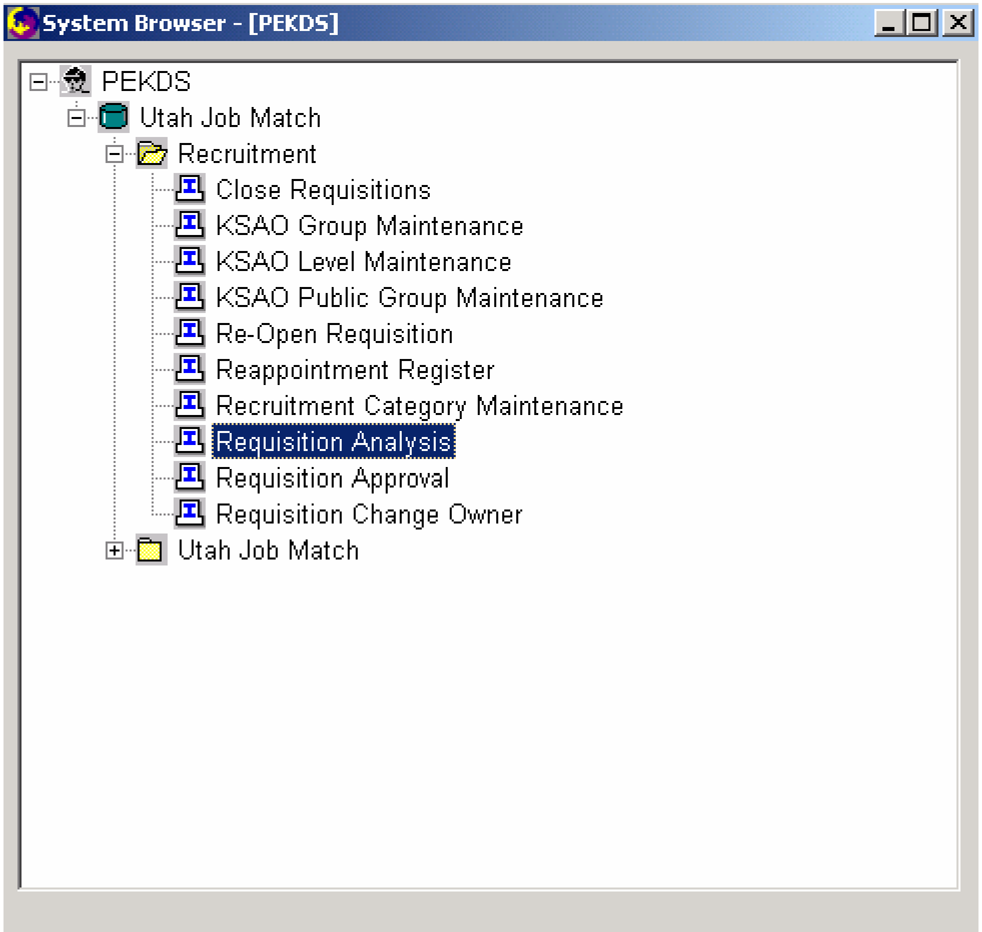


Search Results – Depending on the search criteria, one or more options will pull up. Double click on the desired requisition**.**



Building a New Requisition

Requisition Plan – At system browser, double-click on Req Analysis.

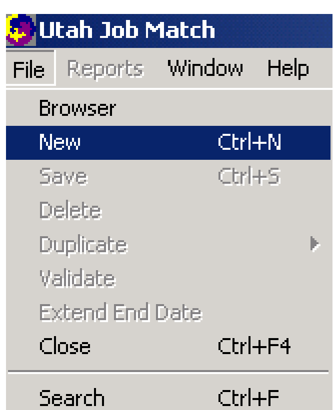


There are two options for opening a new requisition.

Open a new requisition by clicking File and selecting New. Write down the requisition ID number for future use.

OR

Open a new requisition by clicking  on the menu bar. Write down the requisition ID number for future use.

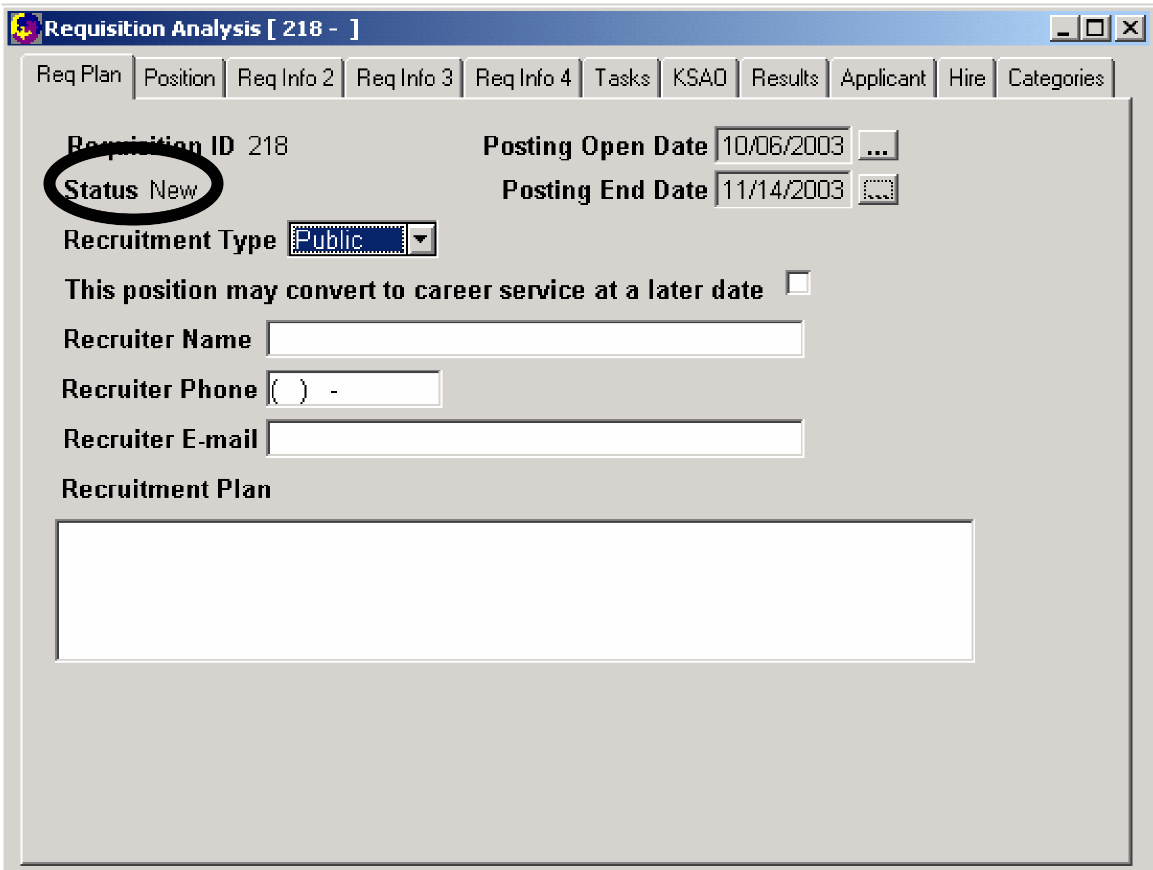


Requisition Analysis
Req Plan

Requisition ID – The system generates the Requisition ID number when building a new requisition. A requisition can be pulled up at a later date by searching for the Requisition ID number or the Job Title. See **Finding an Existing Requisition**.

Requisition Status

The Requisition Plan tab displays the status of the requisition/recruitment. The eight levels of status that can be displayed are New, Approved, Open, Reviewing, Interviewing, Hiring, Closed, and Cancel. Each level is explained on the next few pages.



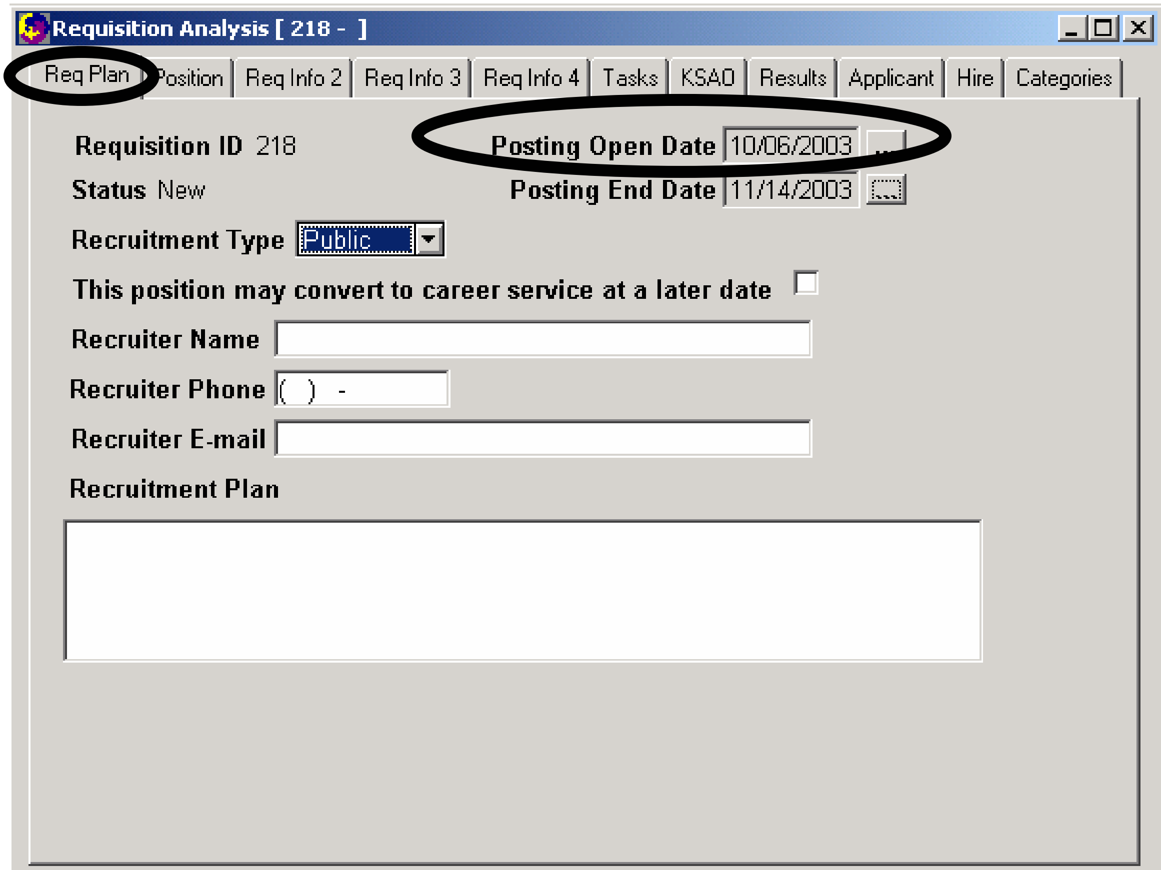
New Status – New status is displayed in the Req Plan tab when the requisition is built. The requisition will remain in new status until the requisition is approved.

Approved Status – Once the Requisition Plan, Position, Requisition Information 2, Requisition Information 3, Requisition Information 4, Tasks, KSAOs, and Categories tabs are completed, then the requisition is ready for approval. Once approved, the status will change from New to Approved in the Req Plan tab. See **Approving a Requisition**.

Requisition Analysis
Req Plan

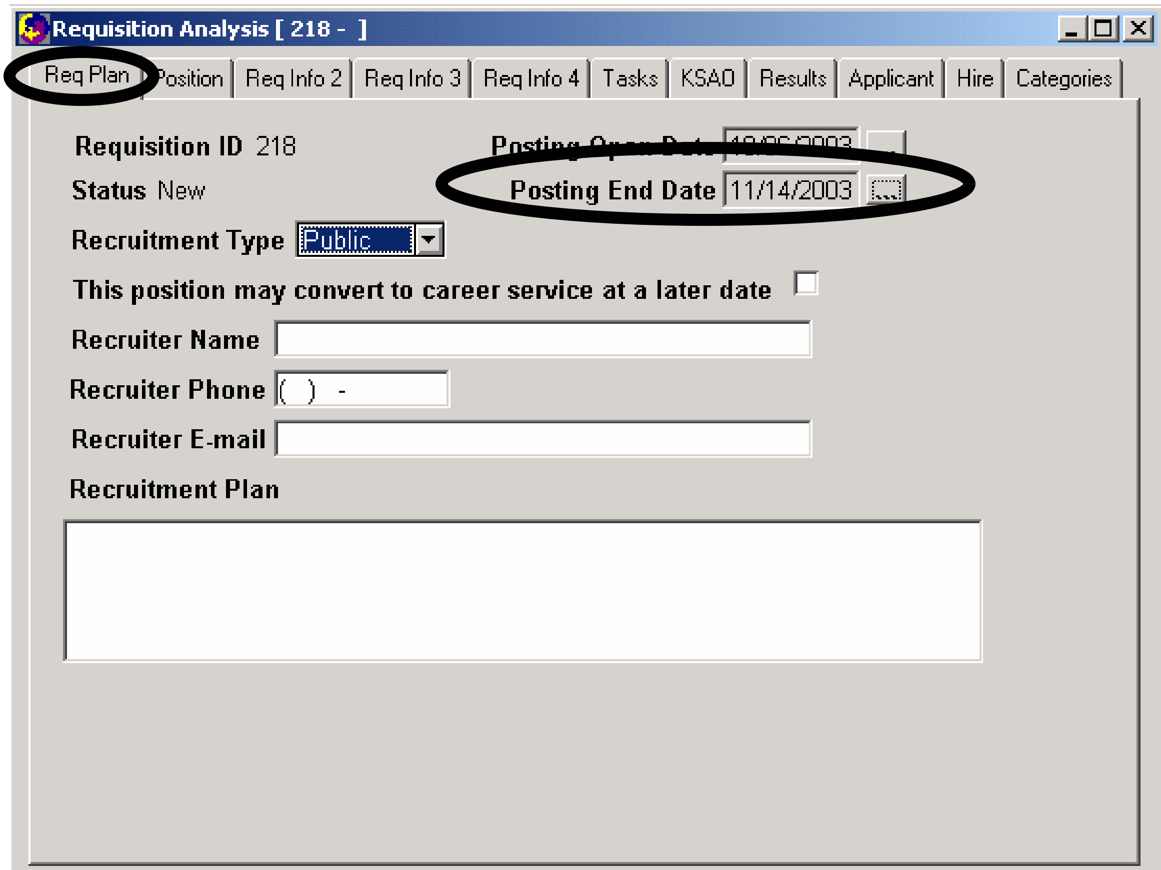
Open Status – Open status is displayed in the Req Plan tab when the requisition has been approved and the Posting Open Date has been reached.

> **Example:** If the posting open date is listed as October 23rd and the requisition is approved on October 20th, then the status will display Approved from October 20th to October 22nd and switch to Open status on October 23rd. Once Open status is displayed, applicants can view the recruitment and begin to apply for the position online.



Reviewing Status – Reviewing status is displayed in the Req Plan tab and on the web for applicants to view. Reviewing status refers to the time frame when applications are reviewed and a hiring list is generated. This status is displayed when the Posting End Date has passed and applicants are ready for review.

> **Example:** if the Open Date is listed as October 23rd and the End Date is listed as October 28th, applicants can apply for the position online from October 23rd to October 28th. On October 29th, the Reviewing status will be displayed and applicants can no longer apply.



Interviewing Status – Interviewing status is displayed in the Req Plan tab and in the job seekers' online Application History when the hiring list has been generated and applicants are being interviewed. The full interview process must be complete before the next status level is displayed.

Hiring Status – Hiring status is displayed in the Req Plan tab and and in the job seekers' online Application History when an offer is extended. Once an employee is selected, the status of the requisition changes from Interviewing to Hiring. The requisition remains in hiring status until all the positions are filled and the requisition is closed.

Requisition Analysis
Req Plan

Closed Status – Closed status is displayed in the Req Plan tab when an offer has been extended and accepted for all positions tied to this requisition. When all positions are filled, the recruiter changes the status from Hiring to Closed by closing the requisition when prompted.

Re-Opening a Closed Requisition

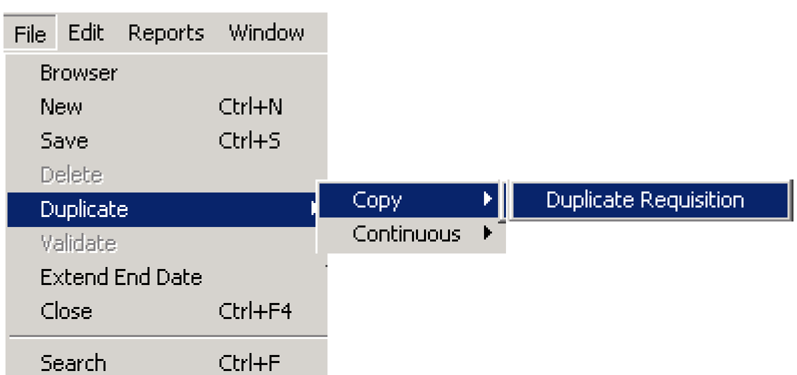
While in Closed status, a requisition may be re-opened to fill another position using the same hiring list from the same requisition. This can be done by going into the Hire tab, right-clicking in the left hand Hiring Status box and selecting Re-Open Requisition. The status will then switch to Hiring status until all positions are filled and the requisition is closed.

Cancel Status

Cancel status is displayed in the Req Plan tab when a requisition must be canceled. Requisitions can be canceled for a number of reasons, such as agency budget cuts or errors in the requisition. To cancel a requisition, go into the Hire tab, right-click in the left Hiring Status box and select Cancel Requisition. The status will change to Cancelled.

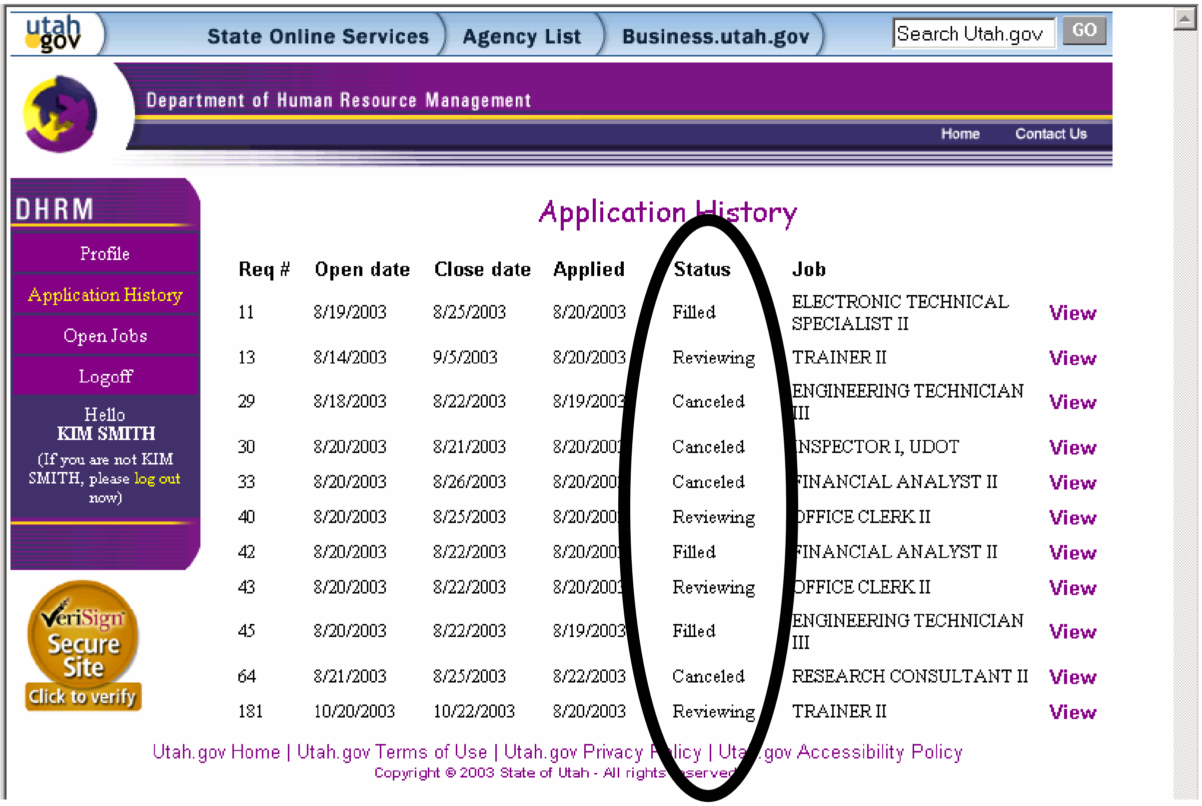
How Do I Duplicate a Requisition?

Duplicating a requisition allows a user to copy recruitment information into a new requisition. To duplicate a requisition, open the requisition you wish to duplicate and go to File on the menu bar and select Duplicate, select Copy and Duplicate Requisition. This saves a great deal of time when recruiting for a similar position because you won't have to re-enter position information such as tasks, KSAO's, application questions, and levels.



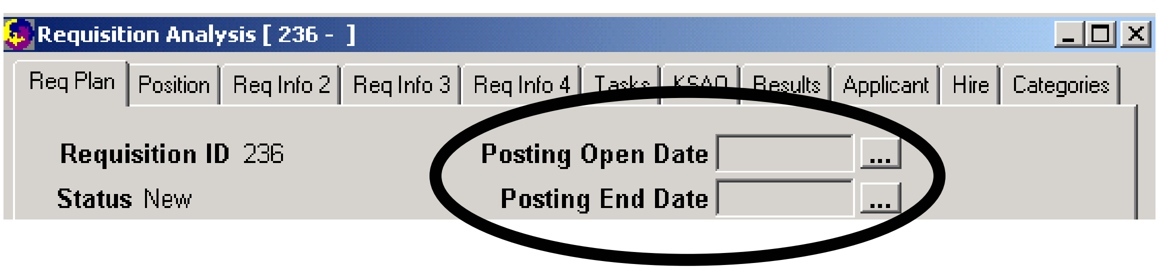
How Does an Applicant Know The Status of a Recruitment?

An applicant can view the status of a recruitment they applied for at any time. To check this status, an applicant must log Into their online account, click on Application History, locate the job they applied for and look at the status field for that job.



Posting Open Date

The Posting Open Date refers to the date applicants can begin to apply for this job online.

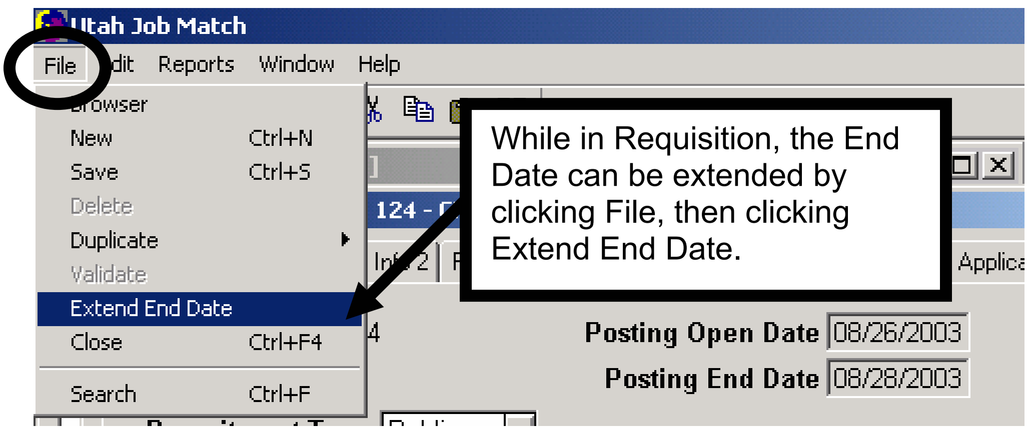


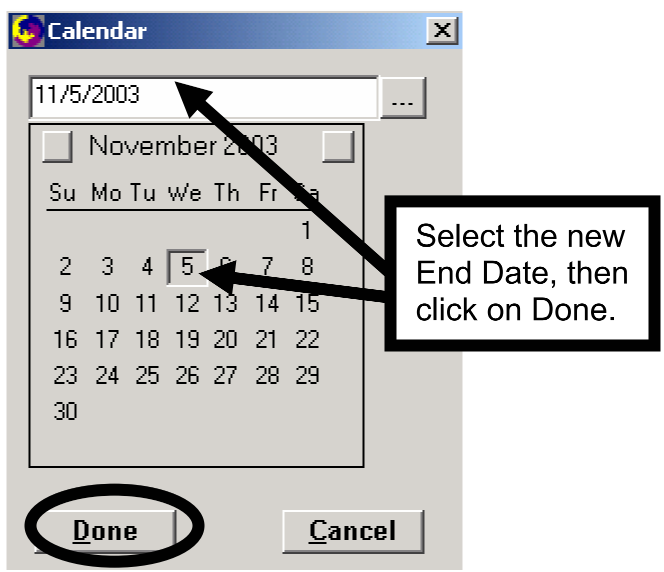
Posting End Date

The Posting End Date refers to the last day in which an applicant can apply for this job online. Once the Posting End Date has passed, after 11:59 p.m., applicants can no longer apply to this job.

How Do I Extend a Posting End Date?

However, if more applicants are needed after the end date passes, the end date can be extended by clicking file, clicking Extend End Date, selecting the correct date on the calendar, and clicking Done.



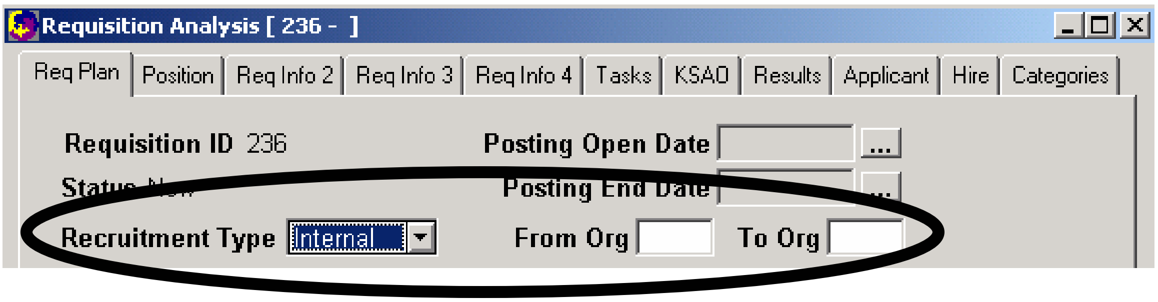


Once the End Date is extended, the recruitment will immediately be available online for applicants to apply.

Recruitment type

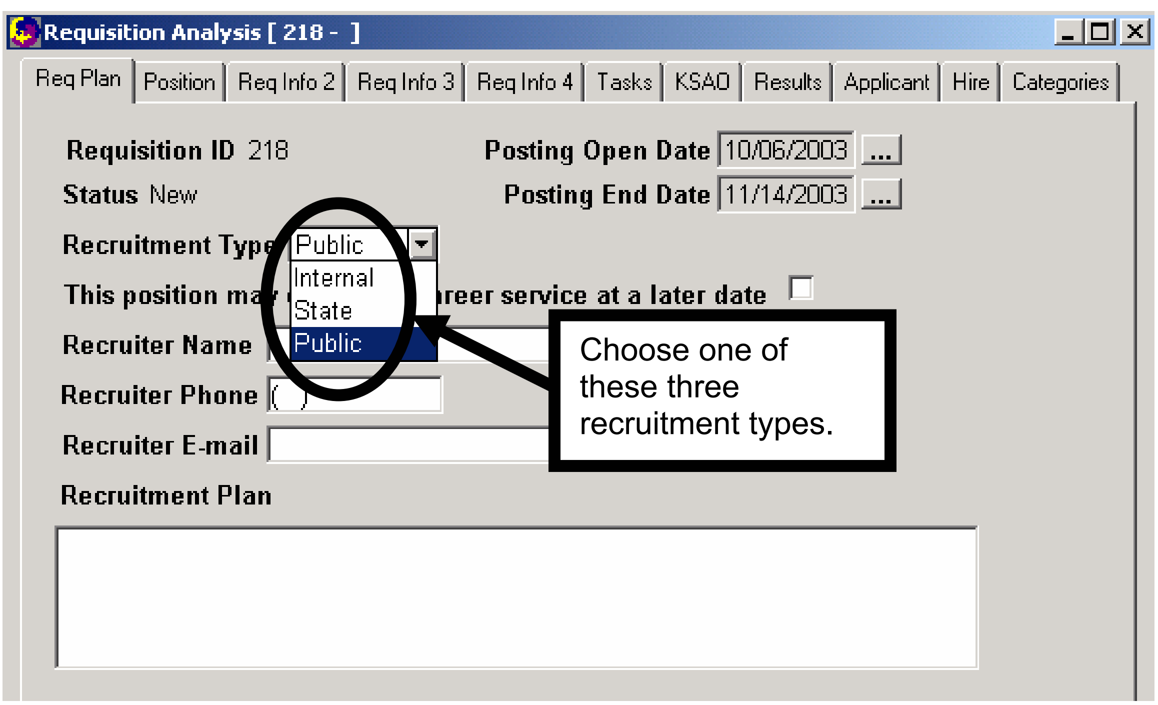
User can choose one of three recruitment types: Internal, State, and Public recruitments.

Internal – This type of recruitment is open only to current employees within an agency or specific division, region, or work unit within an agency. Applicants must be schedule B, career service employees of the agency in order to be eligible to apply for this type of recruitment. The system determines eligibility through the Org range and Employee Identification Number (EIN).



State – This type of recruitment is open only to current state employees. Applicants must be schedule B, career service employees of the State of Utah in order to be eligible to apply for this type of recruitment. The system determines eligibility through the EIN.

Public – This type of recruitment is open to the general public, career service employees, and non-career service employees.



Requisition Analysis
Req Plan

This position may convert to career service at a later date

If the position is a schedule AL that may convert to a schedule B, check the box. This will ensure that a comment is placed on the job announcement to inform applicants that the position may become a permanent career service position.

Recruiter Name

Enter the name of the individual conducting this recruitment.

Recruiter Phone

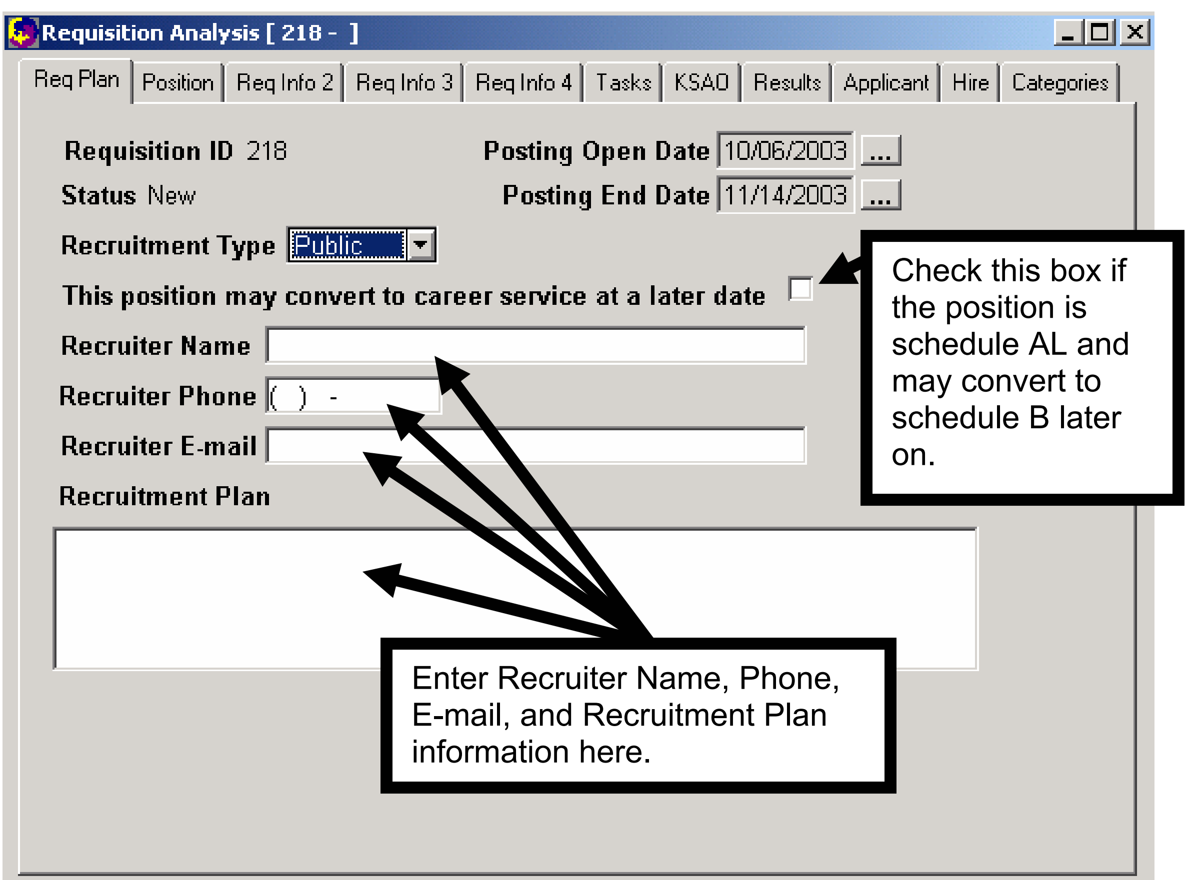
Enter the phone number of the individual conducting this recruitment.

Recruiter E-mail

Enter the e-mail address of the individual conducting this recruitment.

Recruitment Plan

Enter recruitment information such as hiring manager names, titles, phone numbers, advertising plans, etc. Refer to the Business Practices for detailed information. Save the requisition.

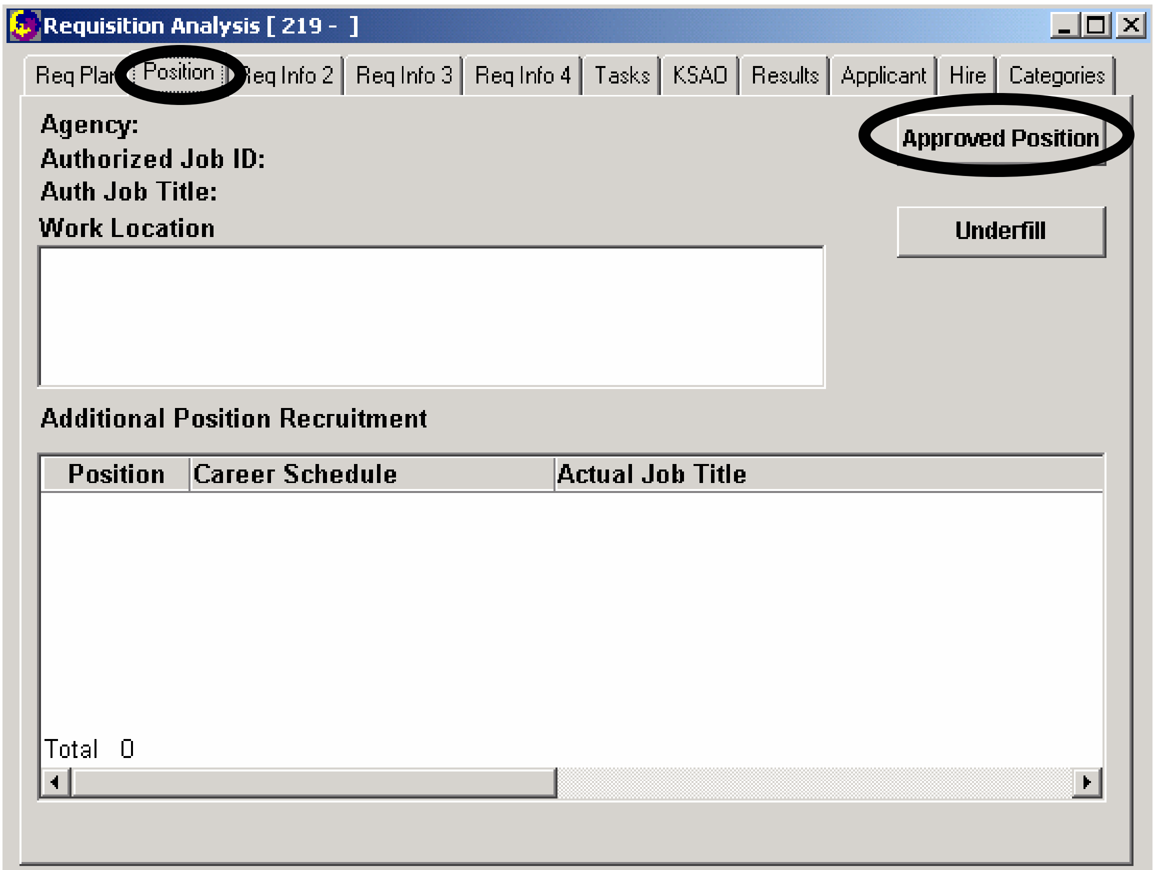


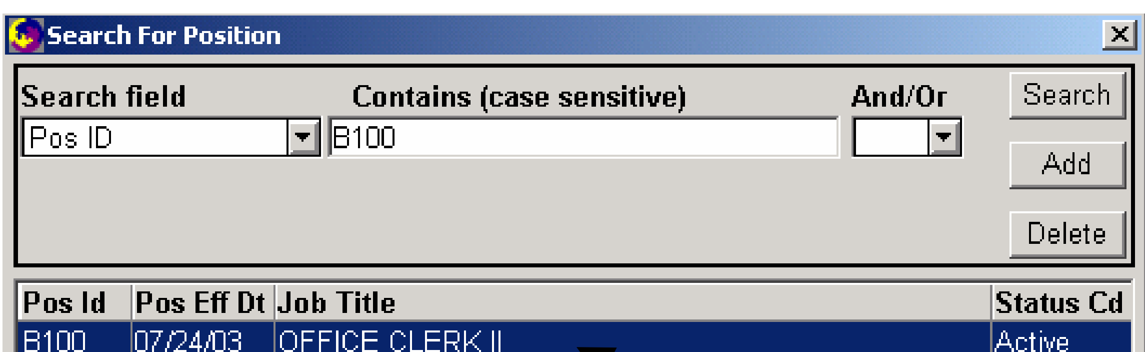
Position Tab

Click on the Position Tab.

Approved Position

By clicking on the Approved Position button, you will be taken to the Search For Position window. Search for the applicable position by Position ID or job Title. Double click on the position to select (only active positions will pull up).

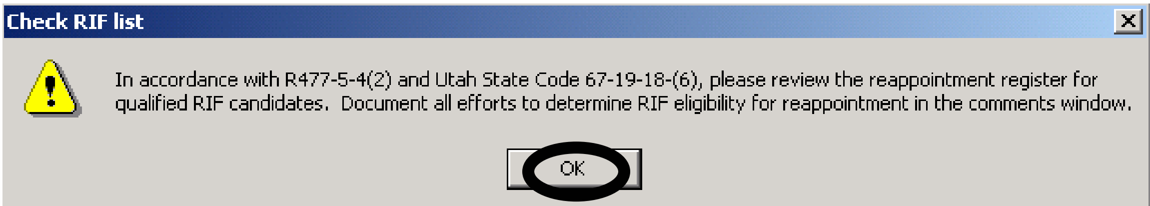




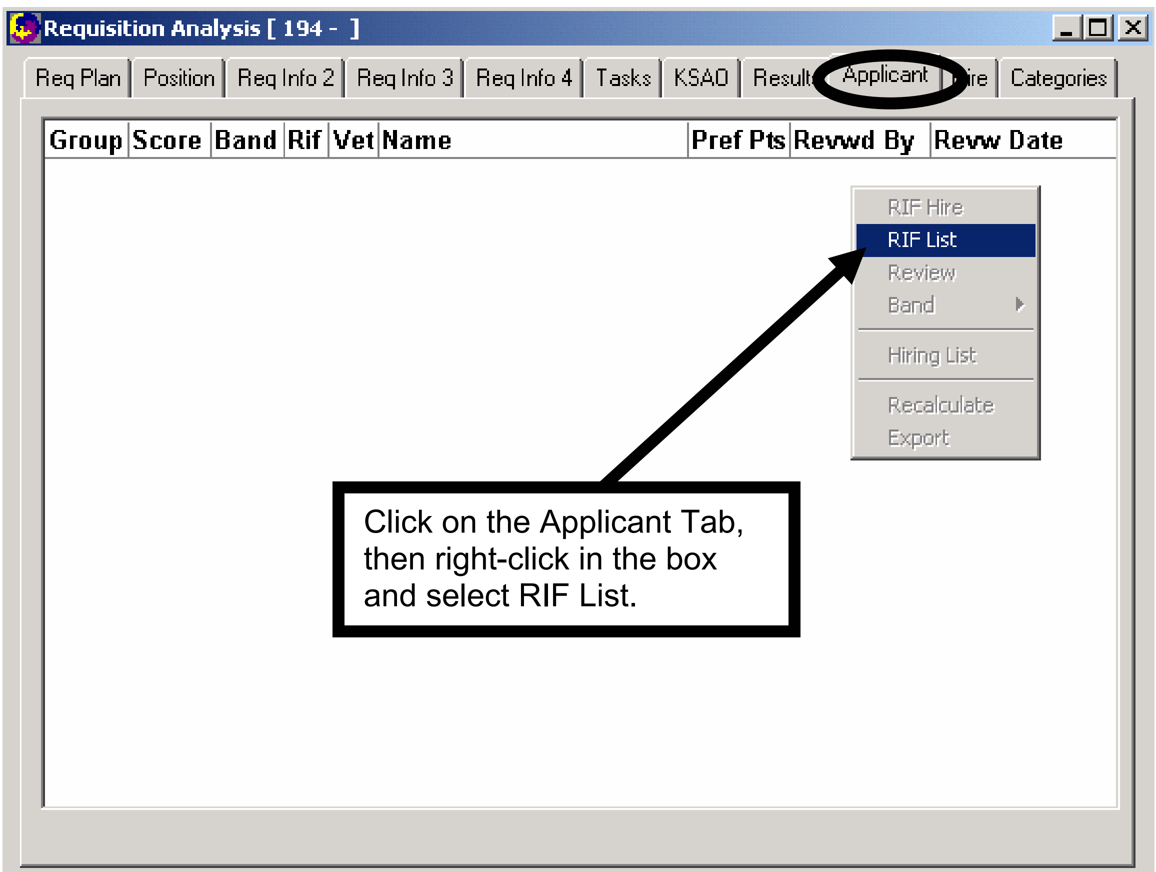
Highlight Position and double click here to select. Or Highlight Position and click on it once, then click Done.

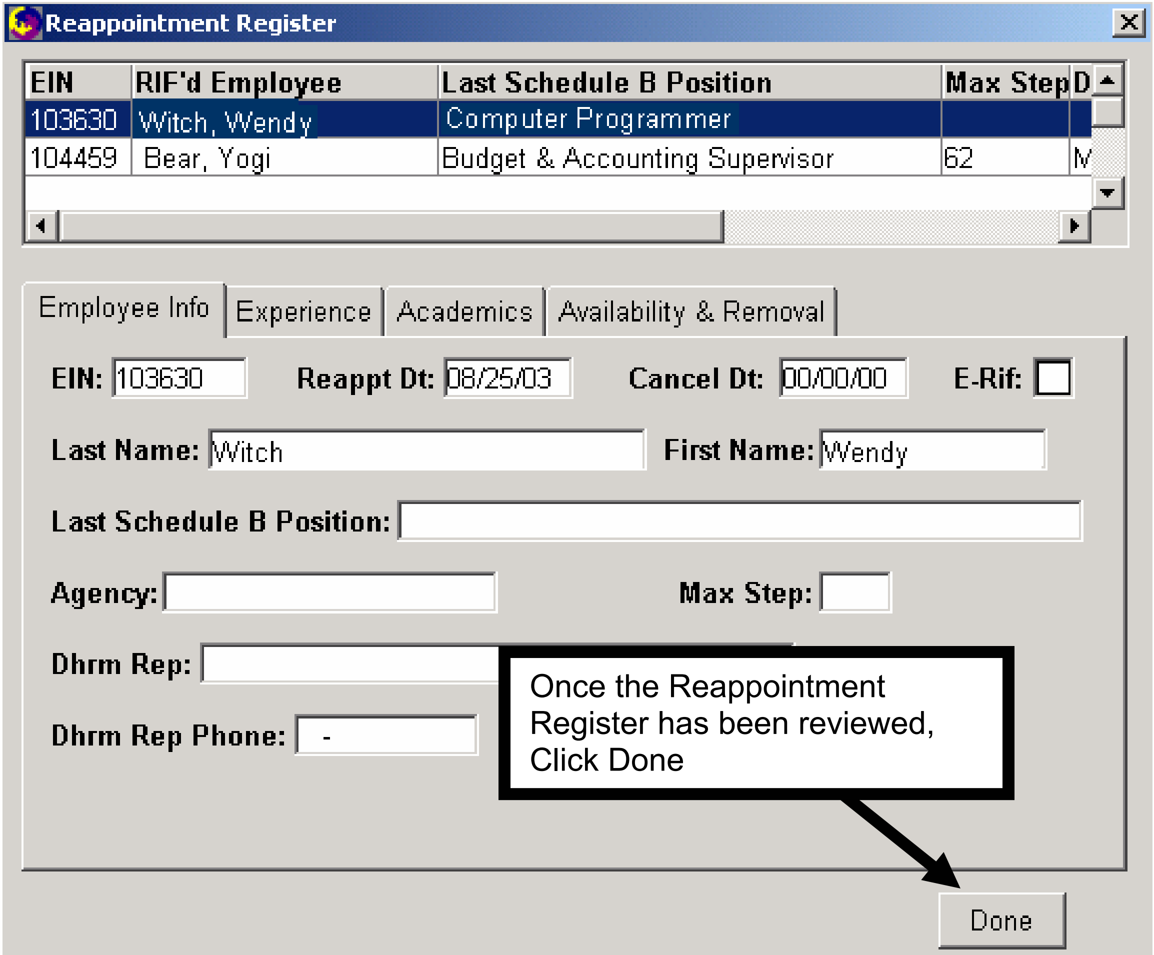
Requisition Analysis
Position

After selecting the position you want, a message to check the Reappointment Register (RIF List) before proceeding will appear. Review the Reappointment Register for qualified RIFs before continuing. Click OK.



To check the Reappointment Register, go to the Applicant Tab and right-click in the box. Select RIF list and the Reappointment Register will open. Review the Reappointment Register for qualified RIFs. When finished, click Done.





Tasks, KSAOs, and Position Analysis information

Once the Reappointment Register is reviewed, clicking on Done will cause the Tasks, KSAOs, and other position analysis information such as work location to flow from the position analysis. This information flows into the Task and KSAO Tabs that will be discussed later in the manual.

To proceed with the requisition, go back to the Position tab and click on it.

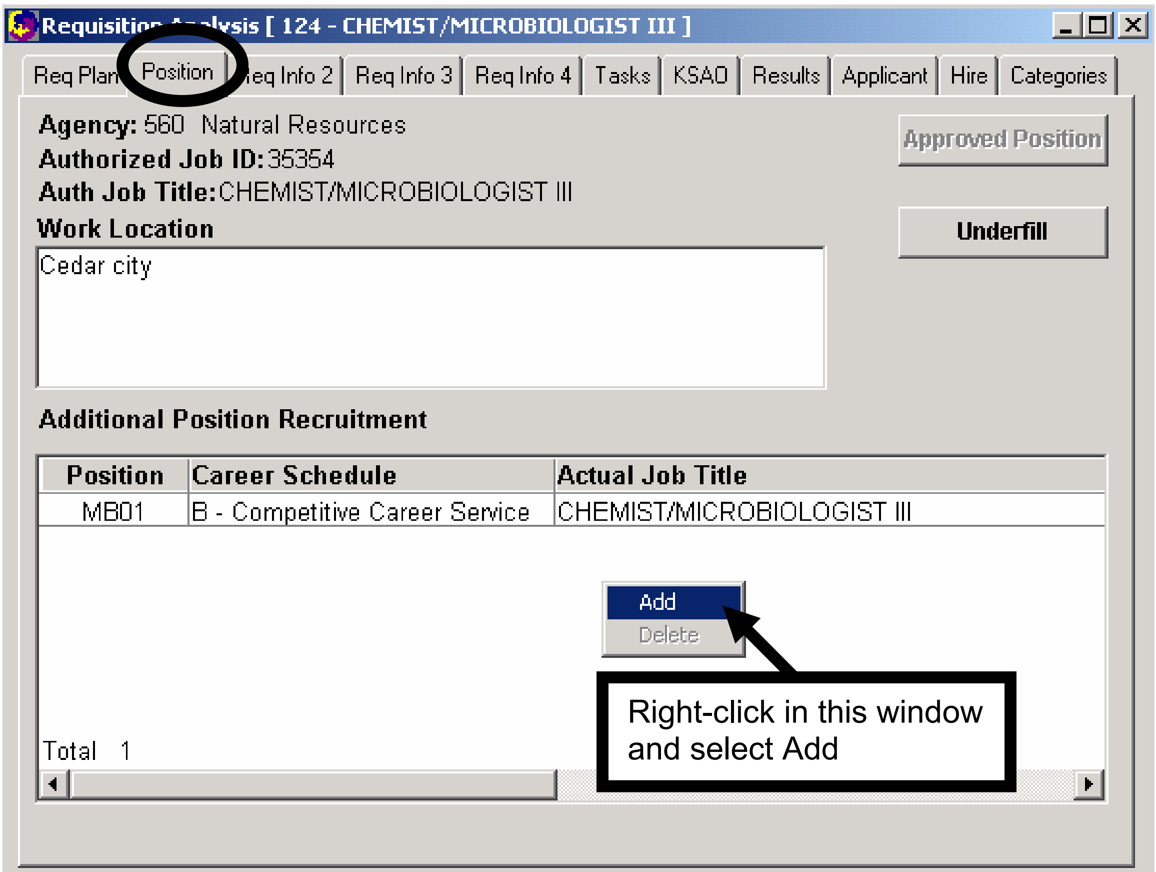
Work Location

This field automatically populates when the Approved Position is selected. It can be modified simply by clicking in that window and typing additional information or deleting necessary information.

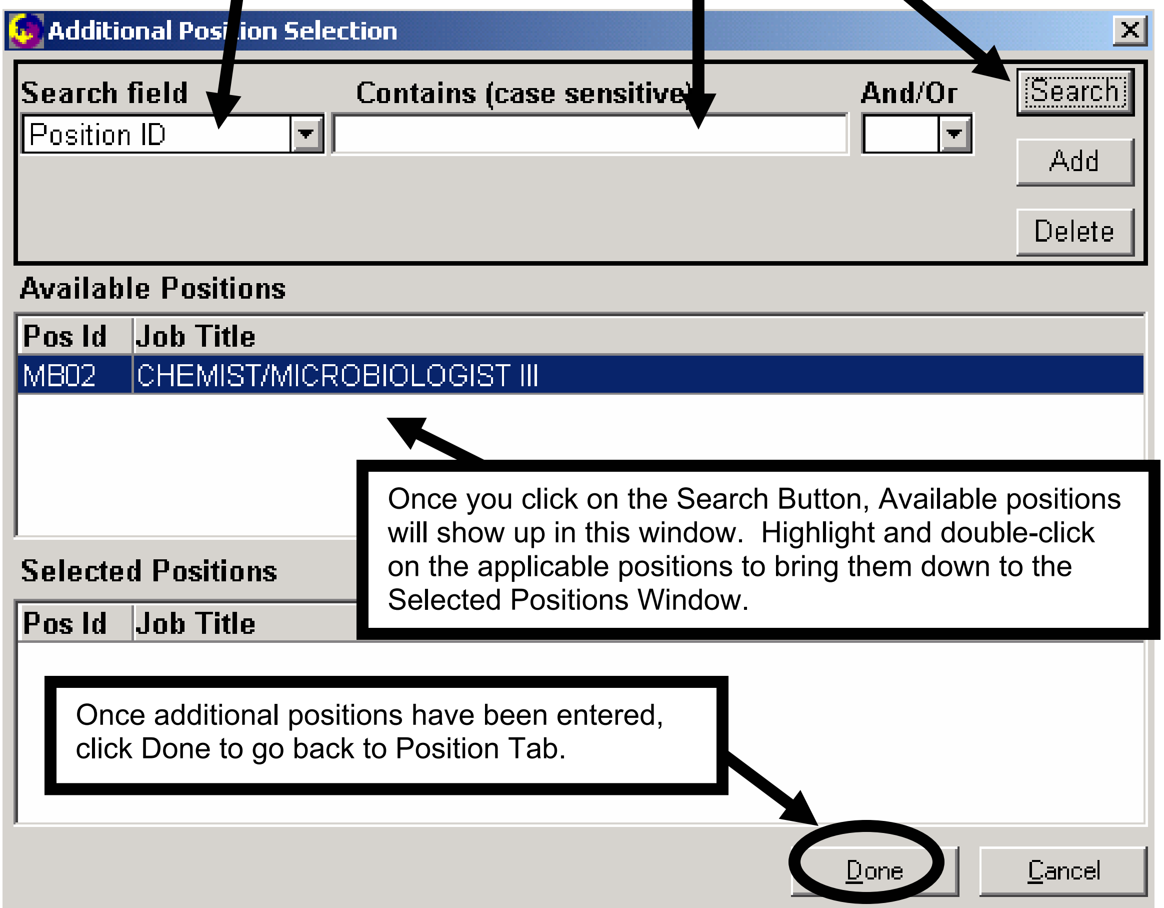
Requisition Analysis
Position

Additional Position Recruitment

Some recruitments have more that one vacancy that an agency is trying to fill. In that case, additional positions can be added to the requisition as long as the Job Title is the same. Add positions by right-clicking in the Additional Position Recruitment box and selecting Add. Search for applicable positions by Position ID or Position Title. Double click on the position and click Done.



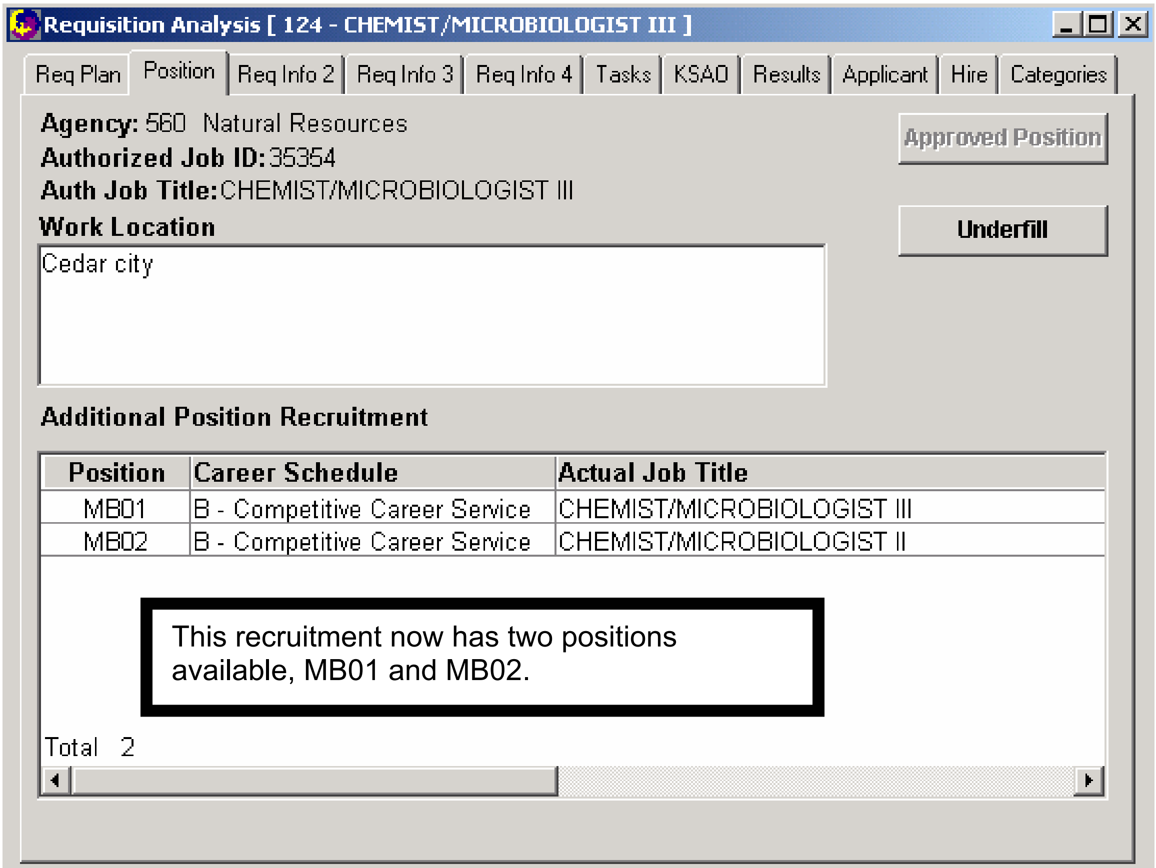
Search for positions by selecting a Search Field and entering applicable information in the Contains field, then clicking Search. Multiple fields can be searched on by clicking Add after each one, then clicking Search.



Once you click on the Search Button, Available positions will show up in this window. Highlight and double-click on the applicable positions to bring them down to the Selected Positions Window.

Once additional positions have been entered, click Done to go back to Position Tab.

Requisition Analysis
Position



How Do I Add an Underfill?

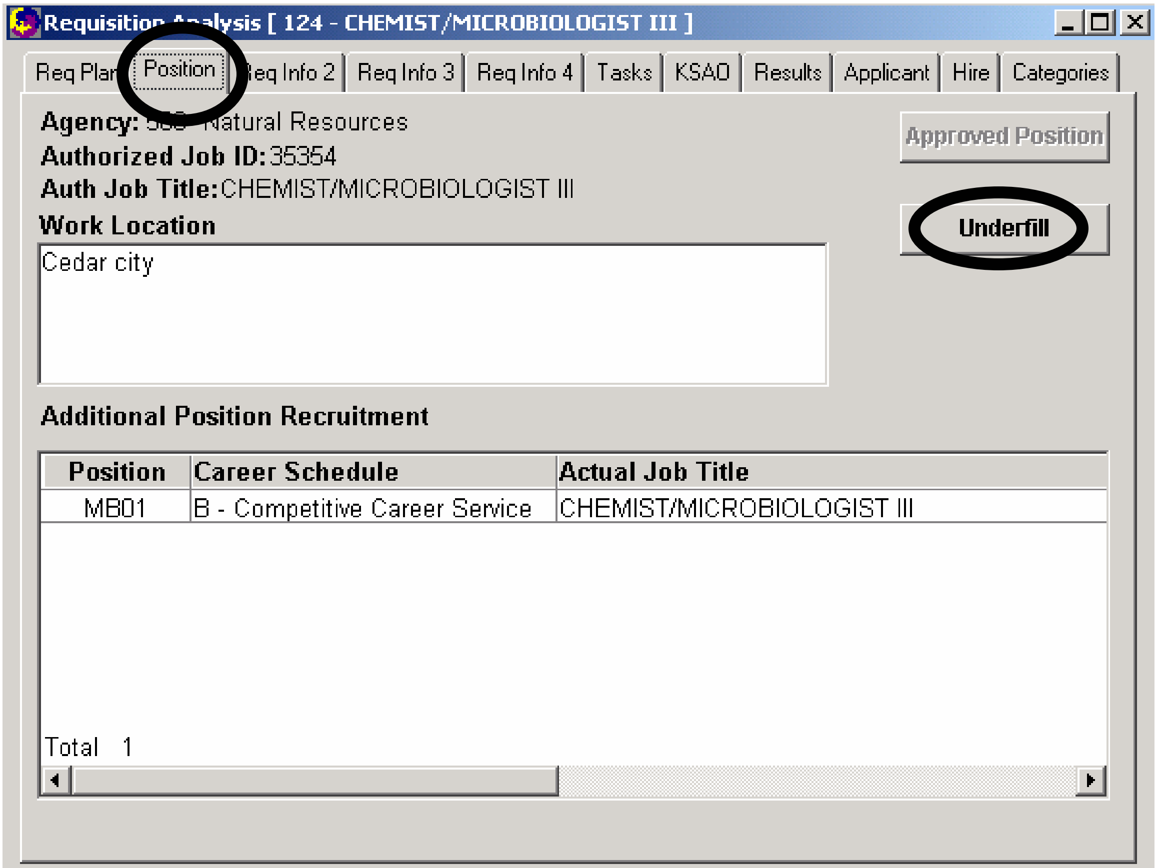
Underfill

If position is to be underfilled with a lower level job, click on the Underfill button to display the following fields:

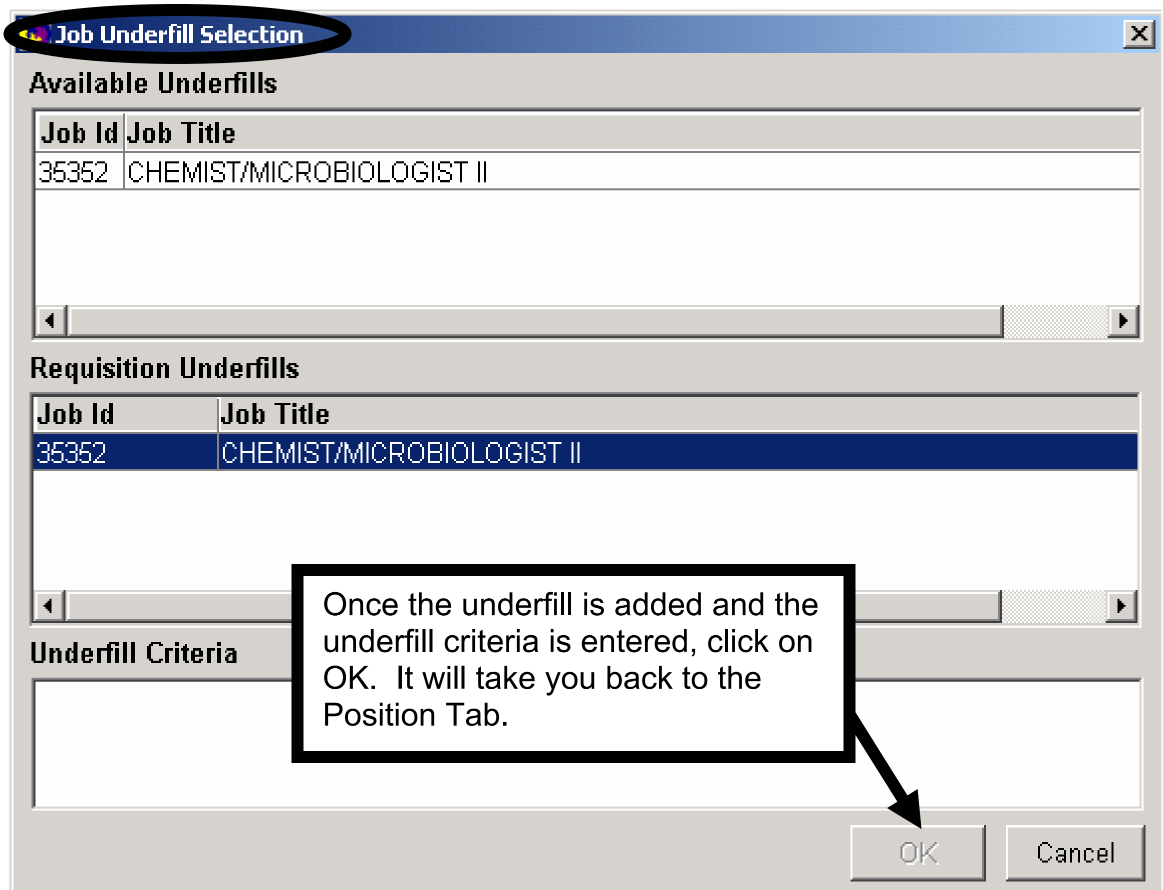
Available Underfills – Any Job Titles that show up in this box are Underfills that the recruiter can choose from. If there isn't anything in this box, then filling the position as an underfill is not an option. Double click on any applicable underfill job titles to bring them into the Requisition Underfills box.

Requisition Underfills – Once all applicable Job Titles are brought into the Requisition Underfills box, select each Requisition underfill and type text into the Underfill Criteria Box.

Underfill Criteria Box – This box is used to explain any criteria regarding the job title(s) that are shown in the Requisition Underfills box. For example, a new hire might be underfilled at a Level II based on their working knowledge of the position. However, the incumbent may not have state experience and expertise that allows them to work at a senior or lead level. Once the incumbent learns the job at a senior level, the underfill may be removed and the incumbent will be promoted into a level III.

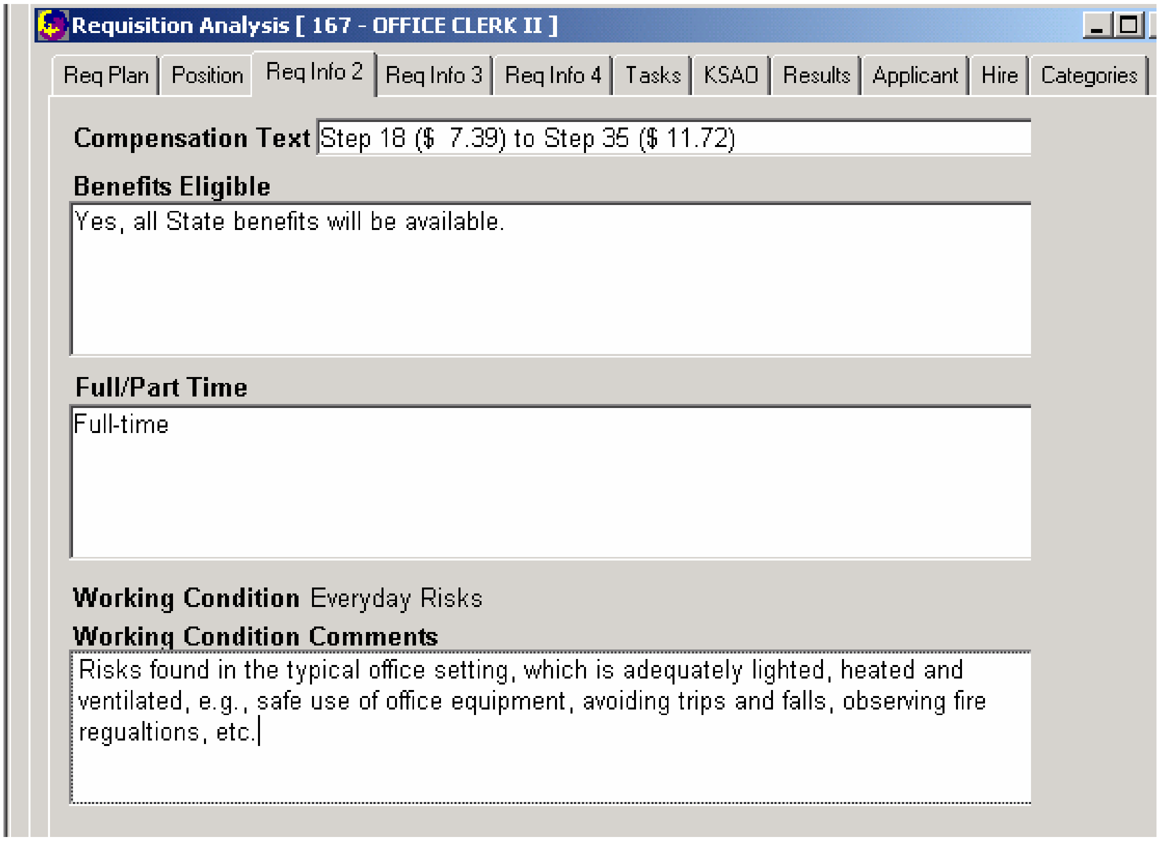


Requisition Analysis
Position



Requisition Information Tab 2

This tab contains Compensation Text, Benefits Eligible, Full/Part Time and Working Condition Information.



Compensation Text – This field automatically populates after the Approved Position is added to the requisition. This information can be modified.

Benefits Eligible – The user can include detailed benefit information regarding the open position.

Full/Part Time – This field indicates if the position will be filled with a full-time or part-time employee.

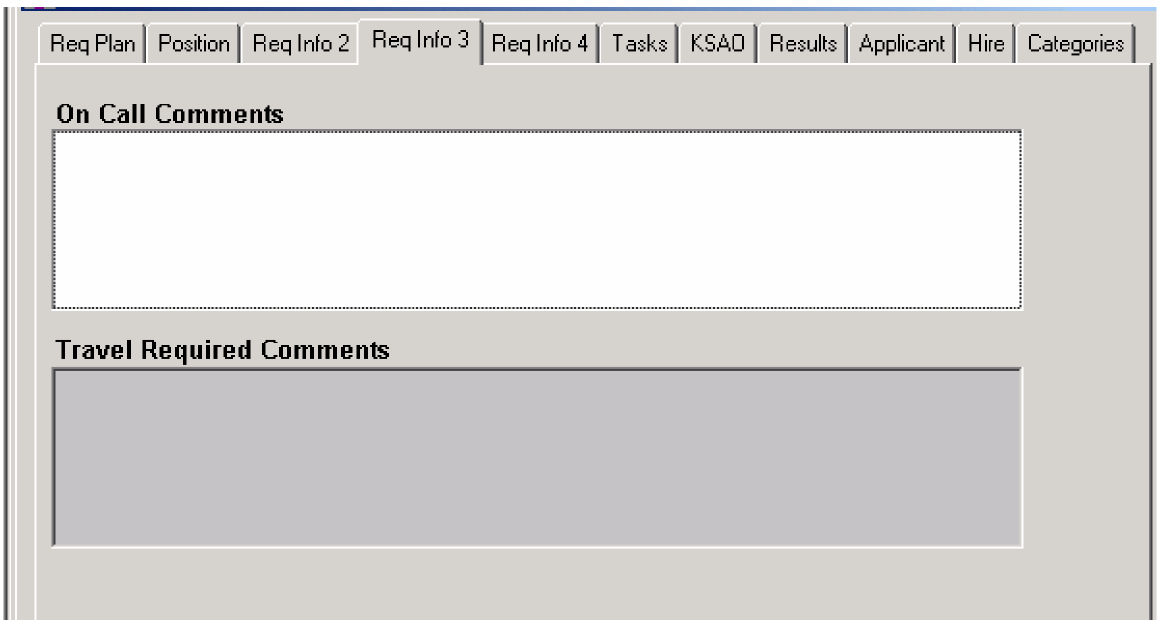
Working Condition – The working condition is automatically populated after the Approved Position is added to the requisition. Comments may be added.

Requisition Analysis
Req Info 3

Requisition Information Tab 3

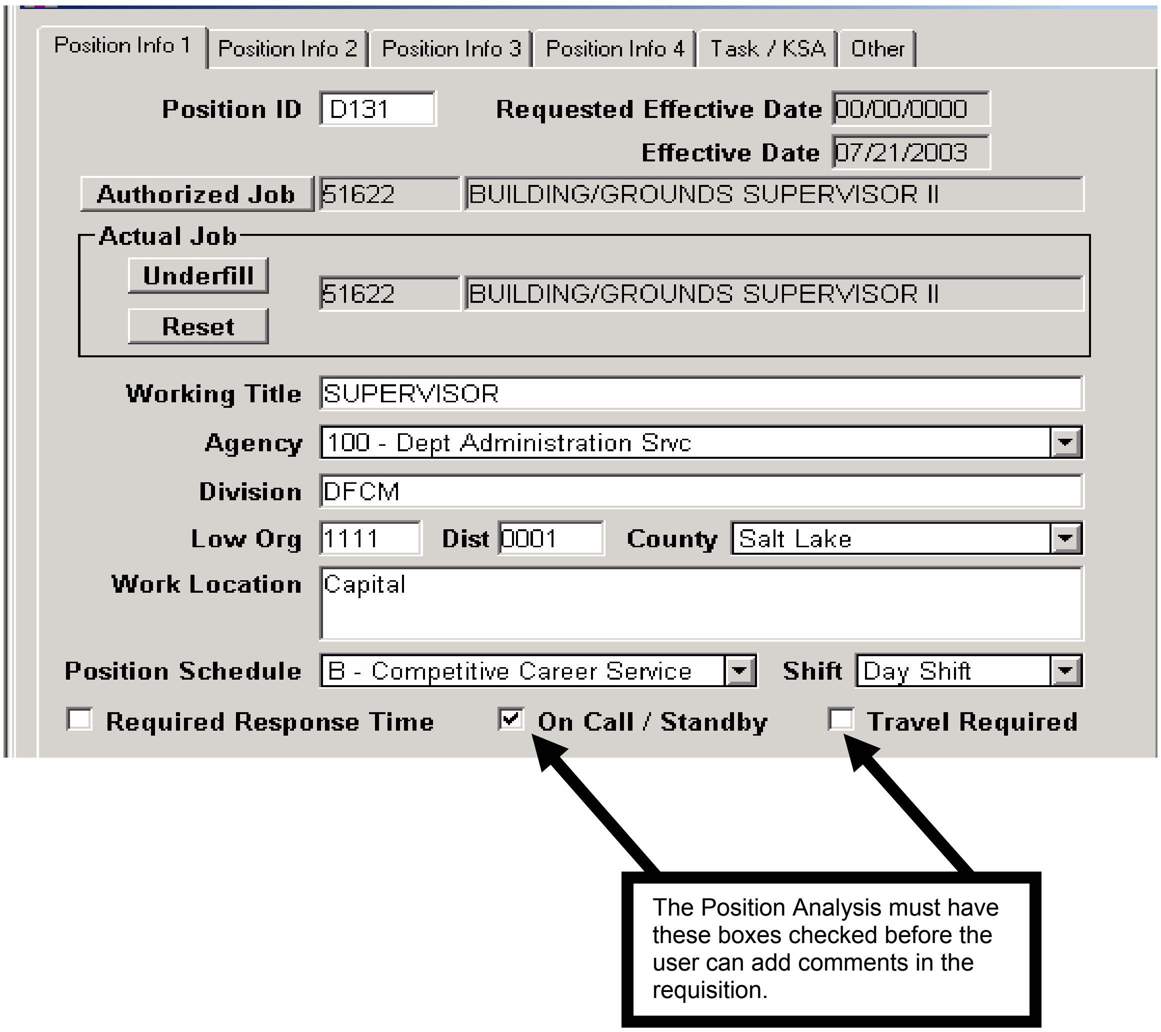
This tab allows the user to add information regarding On Call or Travel requirements. The Approved Position added to the requisition determines if information can be added in these fields. If the field is white, information may be added, when gray, information cannot be added unless the position analysis is modified.

Requisition Analysis – On Call and Travel



Position Analysis

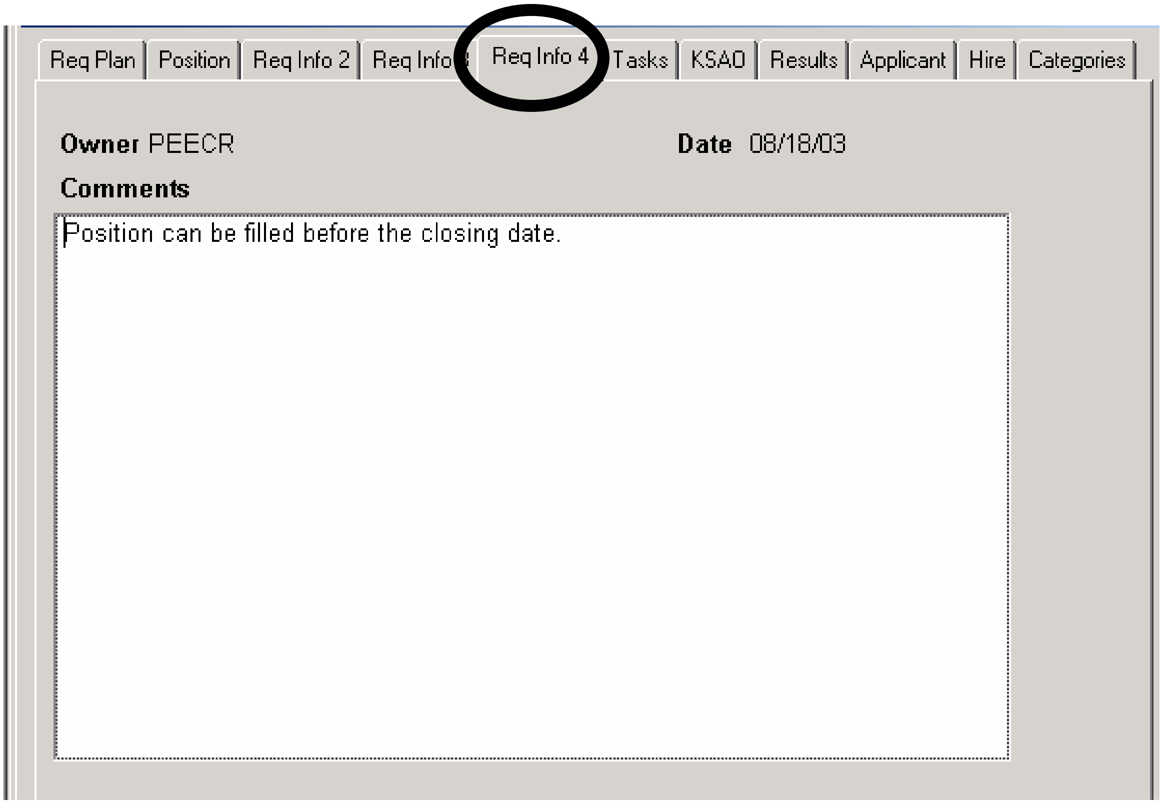
The information entered in the position analysis will determine if On Call/Standby and Travel Required information can be added to the requisition.



Requisition Analysis
Req Info 4

Requisition Information Tab 4

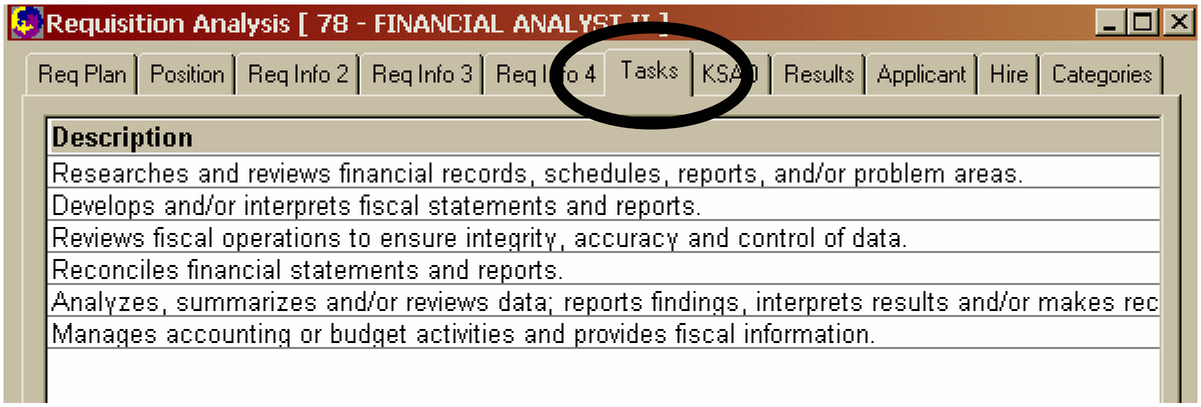
This tab shows the owner of the requisition and the date the requisition was created. The user may enter comments to document the recruitment process.



The information in this Comments box is not on the job description and will not be sent to the web site for applicants to view.

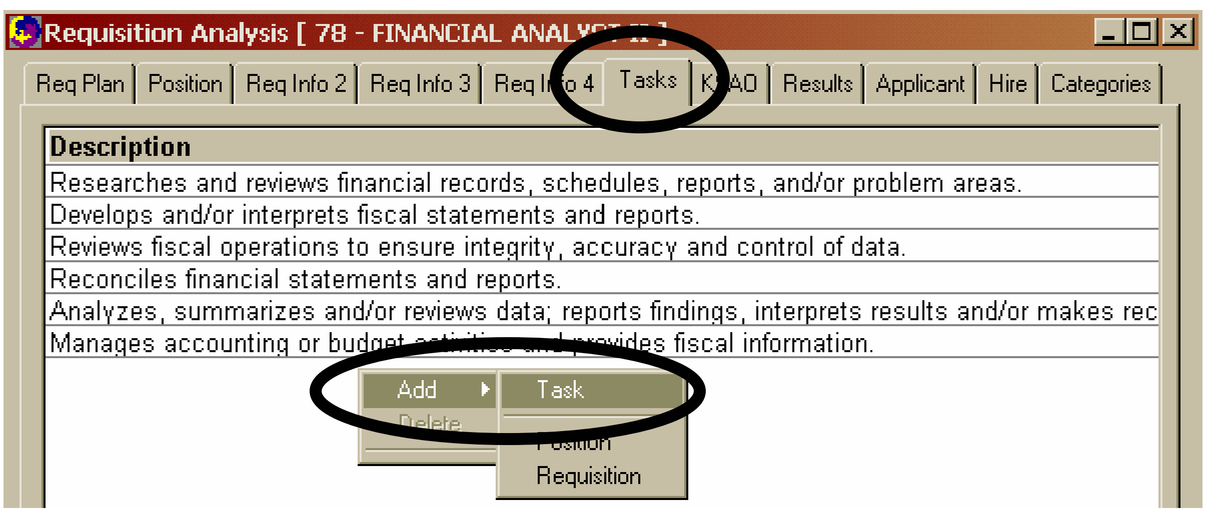
How do I Review Tasks?

Tasks flow from the approved position analysis to the requisition analysis. To review the tasks, click on the Tasks tab. All the tasks in the Tasks tab appear in the job announcement on the web.



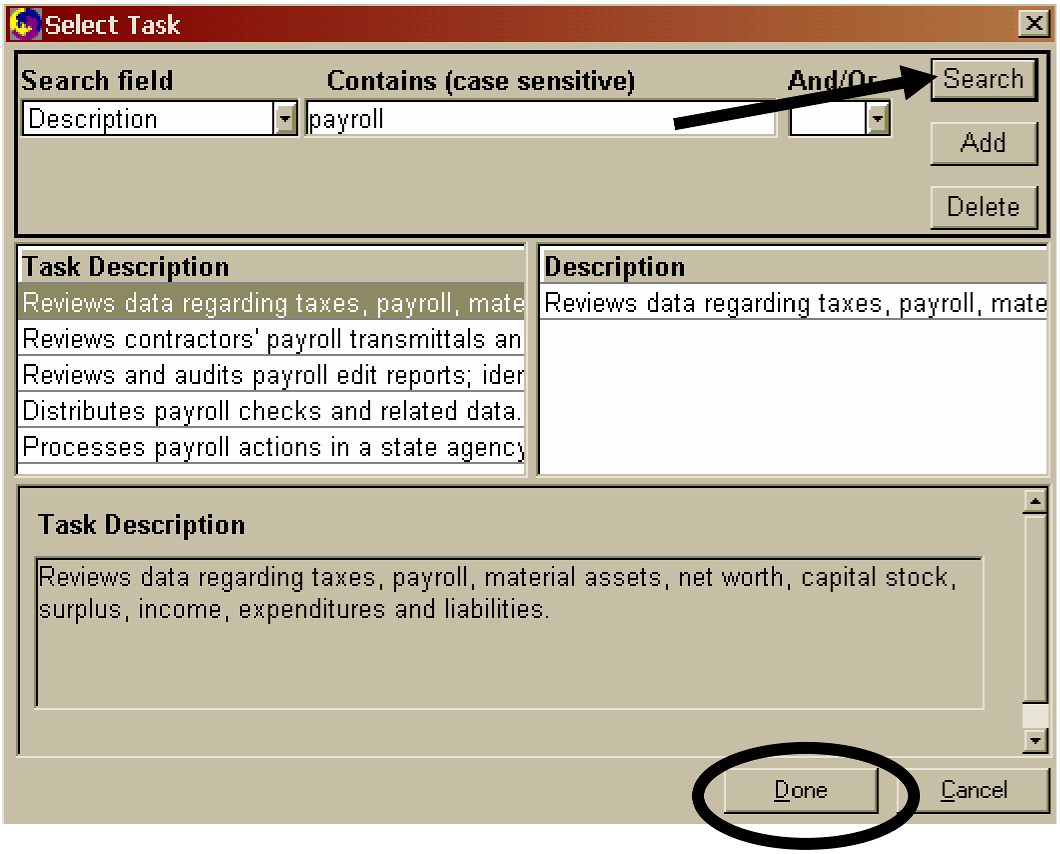
How Do I Add Individual Tasks?

Start in the Tasks tab. Next, right click and choose Add and then Task. This brings up the Select Task search window.



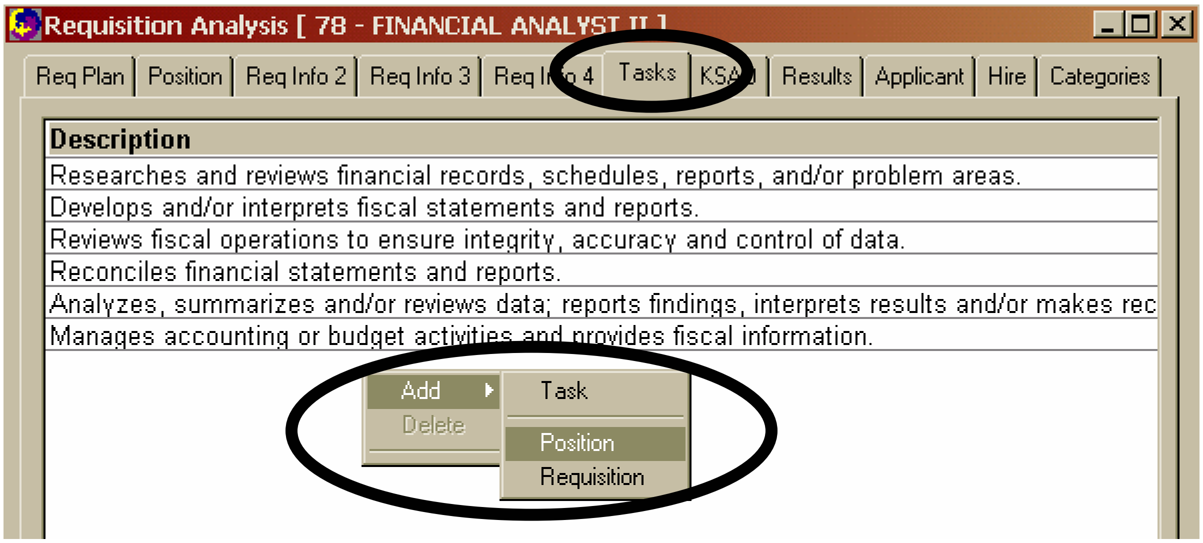
Requisition Analysis
Tasks

Enter search criteria and click on Search. Double click the desired task to add it to the Description field. Click Done to add selected tasks to the requisition analysis.

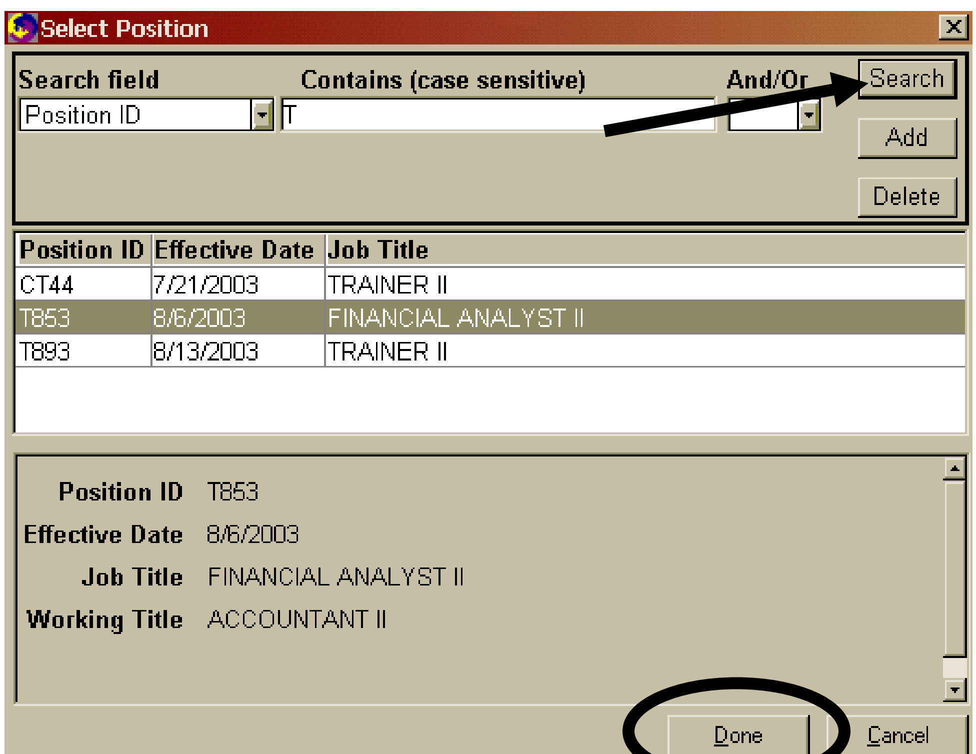


How Do I Add Tasks Associated with a Position or Requisition?

Start in the Tasks tab. Next, right click and choose Add and then Position or Requisition. This will bring up the Select Position or Select Requisition search window.



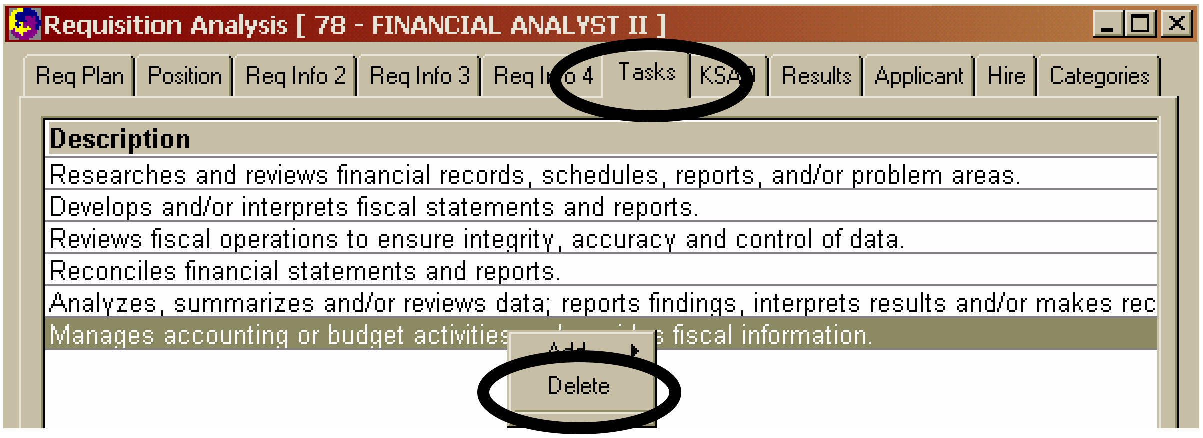
Since the position and requisition searches work the same, only the position search is discussed in this manual. Enter search criteria and click on Search. Highlight the desired position and then click on Done. This adds all Tasks from this position to the requisition analysis.



Requisition Analysis
Tasks

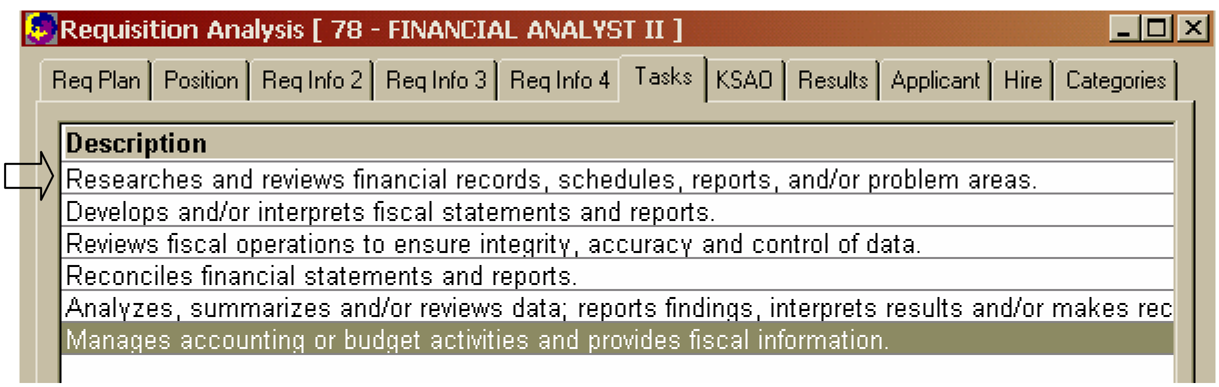
How Do I Delete Tasks?

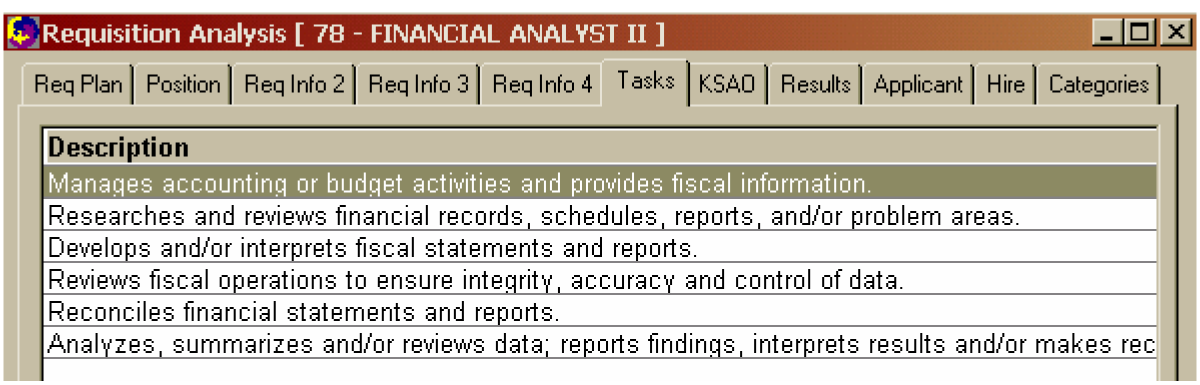
Start in the Tasks tab. Select a task and right click. Choose Delete.



How Do I Reorder Tasks?

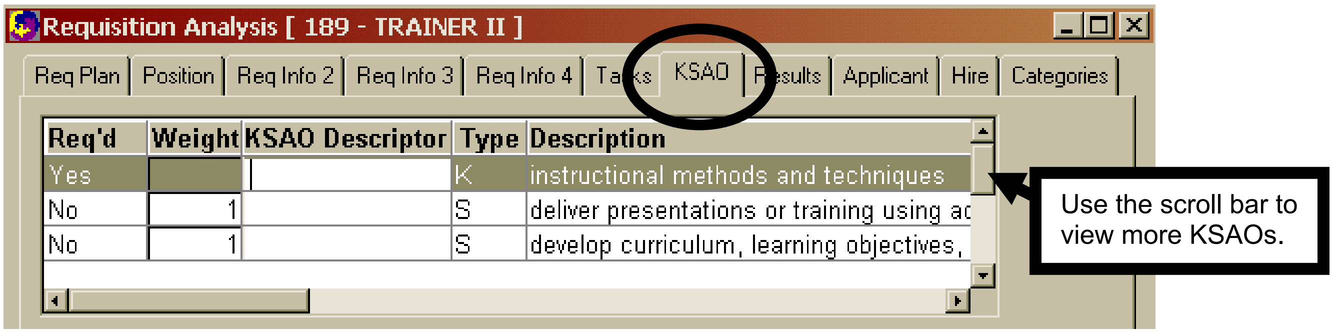
Start in the Tasks tab. Select a task you want to move. Click on it and drag it to the desired location.





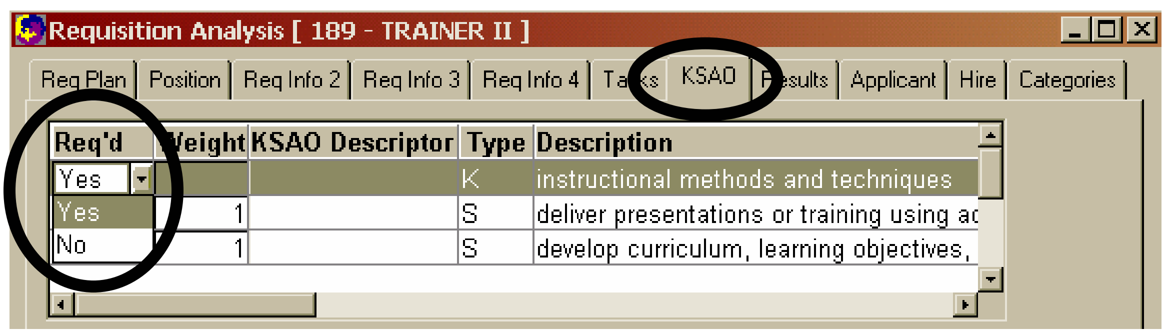
KSAOs (Knowledges, Skills, Abilities, Other Qualifications)

Click on the KSAO tab to view the KSAOs for the position. The KSAOs and their designation as required or desired flow from the approved position analysis to the requisition analysis.



Req'd

The KSAO required or desired designation can be changed by clicking in the corresponding Req'd box and choosing either Yes or No from the dropdown. If a KSAO is required, an applicant must possess this KSAO to be qualified for the position.

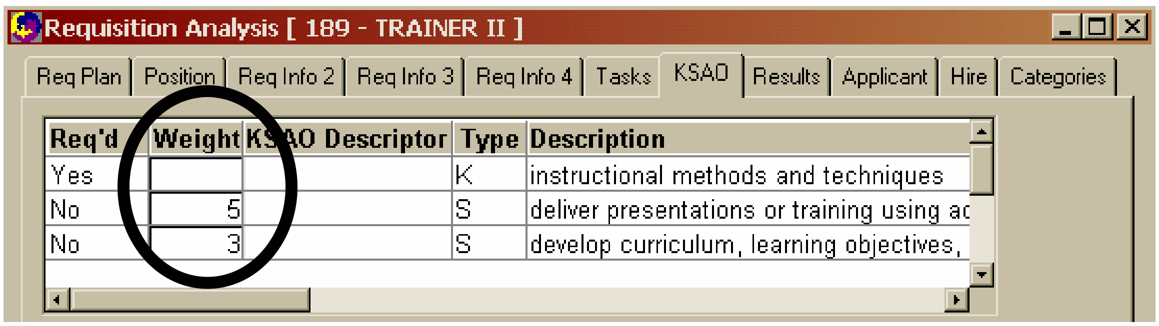


Requisition Analysis
KSAO

Weight

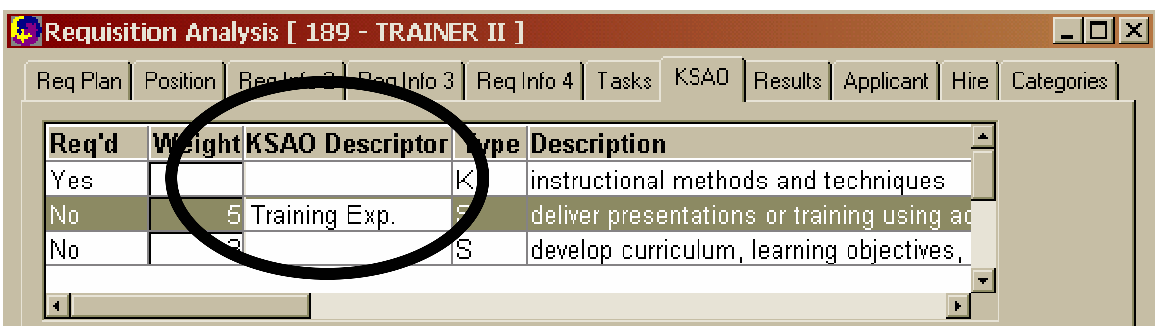
To assign a weight to a desired KSAO's, put the cursor in the corresponding Weight field and type the desired number. The higher the number, the more important the KSAO is. Required KSAOs will be assigned a weight one point higher than the highest weighted desired KSAO.

Example: If the highest weighted desired KSAO is five, then the required KSAOs will automatically be weighted as six. (This happens behind the scenes. You will not see the 6 in the KSAO tab.) This weight will be multiplied by the level rating later. Please see **Levels** for more information.



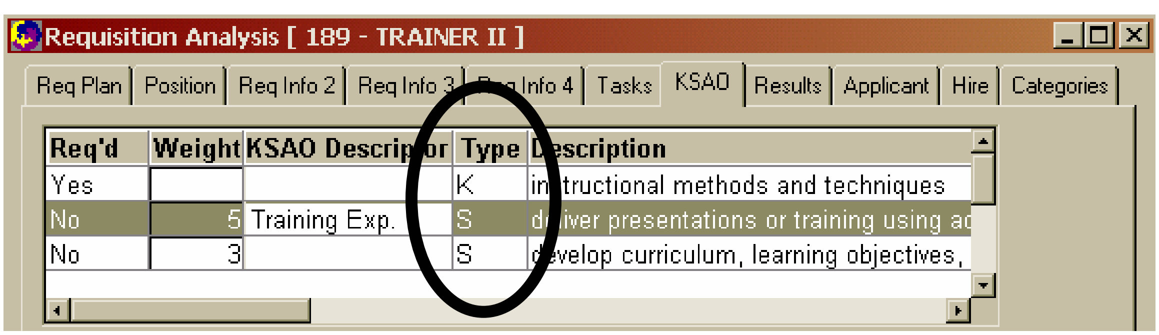
KSAO Descriptor

The KSAO Descriptor helps identify the KSAO on reports. Type a short description of the selected KSAO.



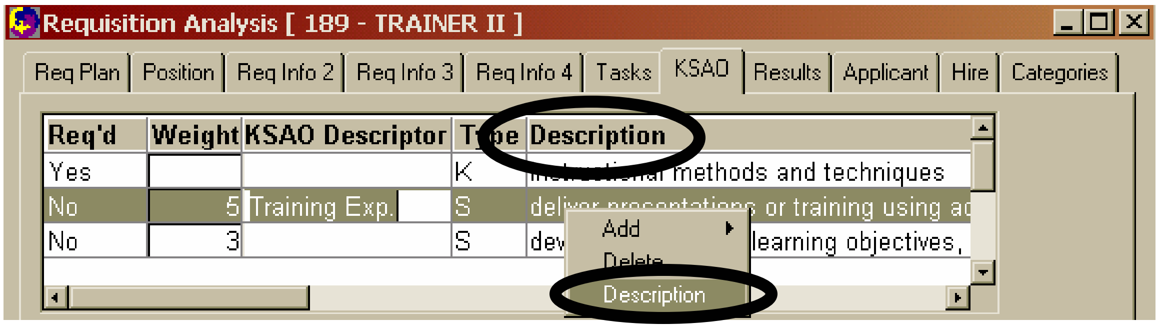
Type

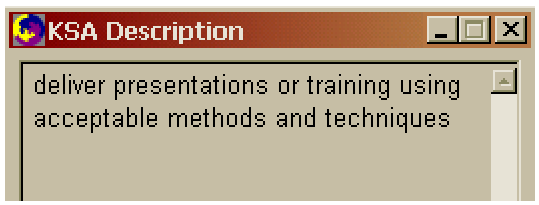
The Type field shows whether the KSAO is a knowledge, skill, ability, or other qualification. Licenses show as "L" and certificates show as "C".



Description

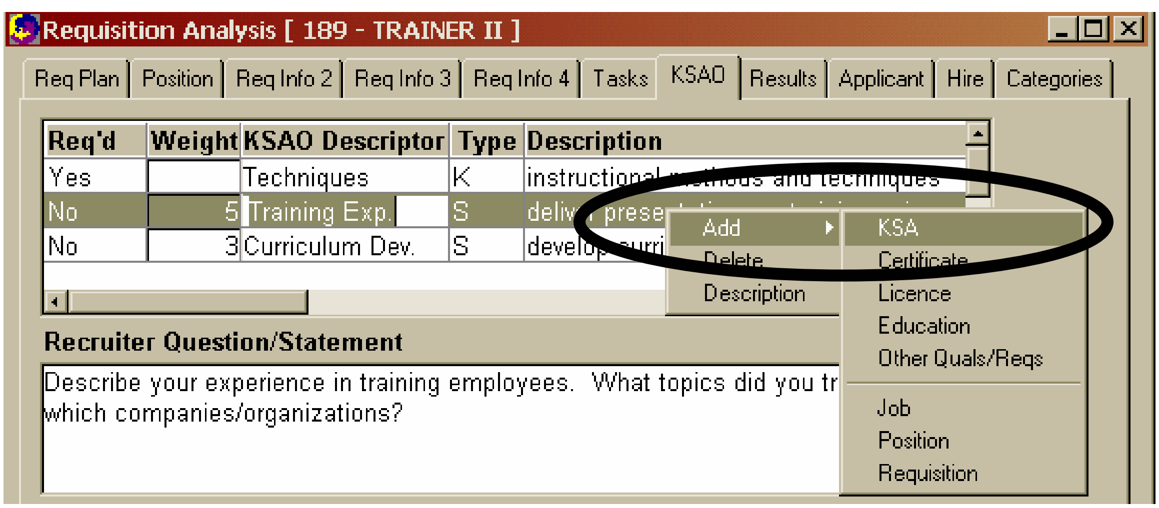
This is the description of the KSAO from the position analysis. To view the entire description use the scroll bar or right click and choose Description. This will open a small window with the whole KSA Description visible.





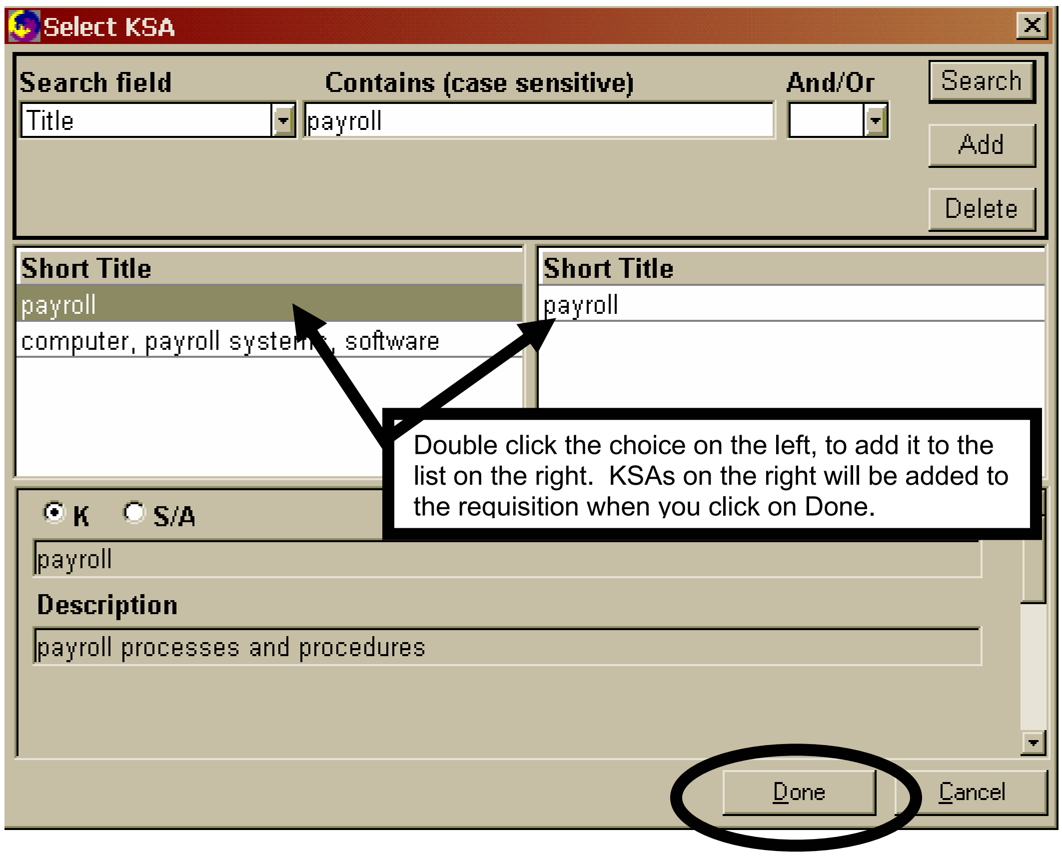
How Do I Add an Individual KSAO?

In the KSAO tab, right click on the list of KSAOs. Choose Add. This will provide a variety of choices. Choose KSA. This will bring up the Select KSA search window.



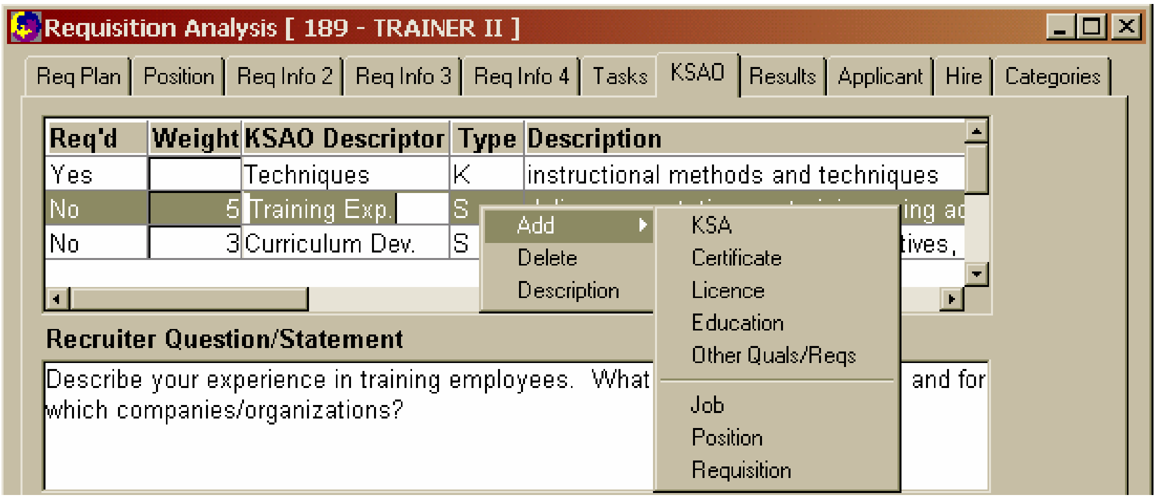
Requisition Analysis
KSAO

Enter search criteria and click on Search. KSAs matching the criteria appear in the Short Title field on the left. Select a KSAO to view its full description in the lower part of the window. To add the KSA, double click on it to move it to the Short Title field on the right. KSAs added to the Short Title field can be added to the requisition analysis by clicking Done.

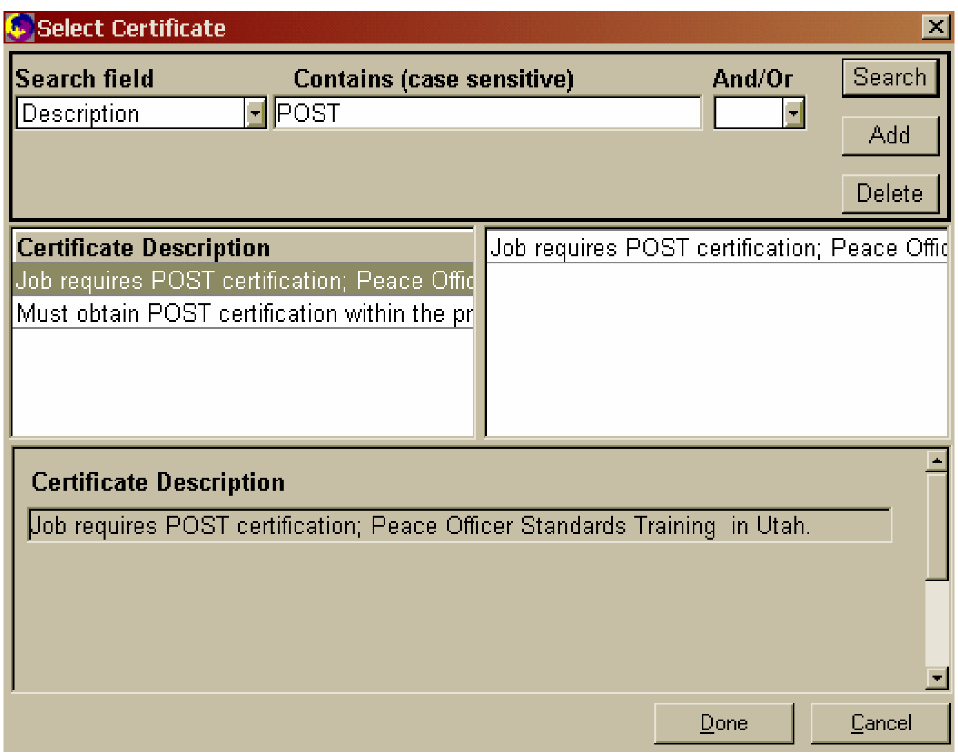


How Do I Add a Certificate, License, Education, or Other Quals/Reqs?

Right click anywhere in the list of KSAOs. Select Add and the type of qualification to add to the requisition. The appropriate search window will appear. Since each search window works the same, only the addition of a Certificate will be demonstrated.



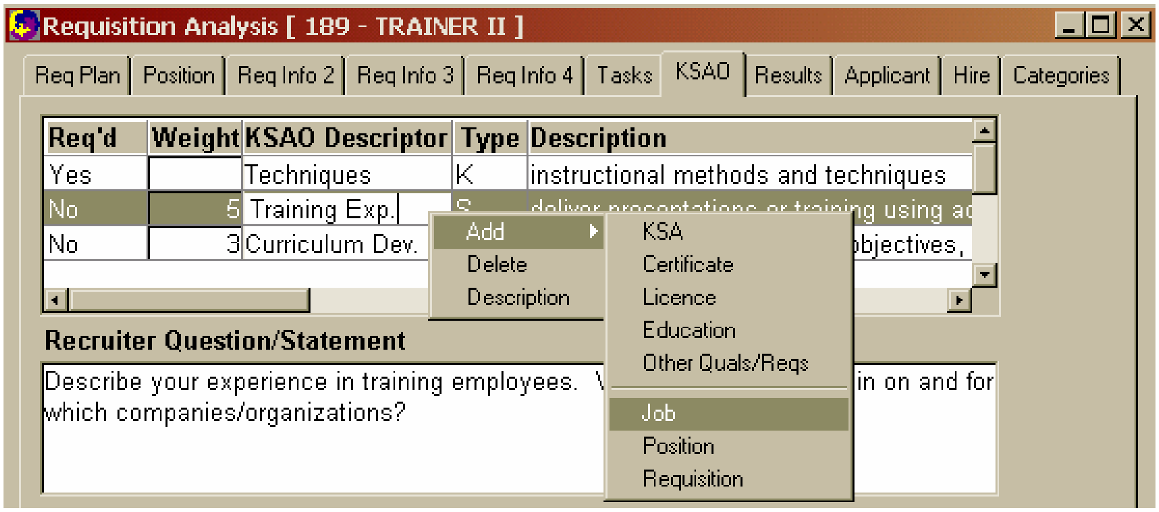
In the search window, enter the search criteria and click on Search. Items matching the search criteria will appear in the left Description box. Select the desired item and double click it. It will move to the box on the right. To view the full description of an item, select it and view the description in the lower portion of the search window. All selections in the box on the right will be added to the requisition once you click Done.



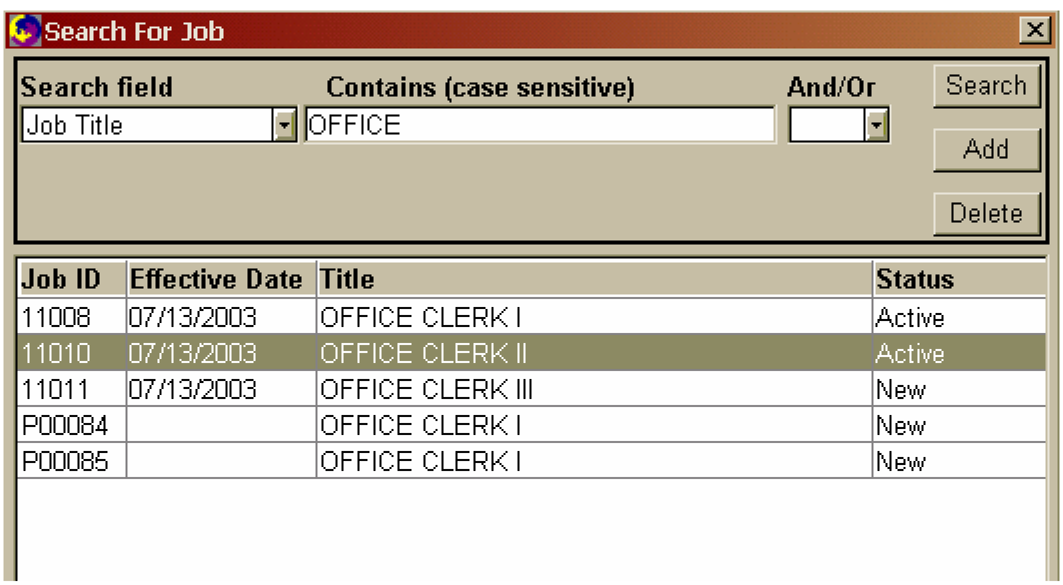
Requisition Analysis
KSAO

How Do I Add KSAO’s From Another Job?

Right click anywhere in the list of KSAOs. Select Add and then Job. The Search For Job window will appear.



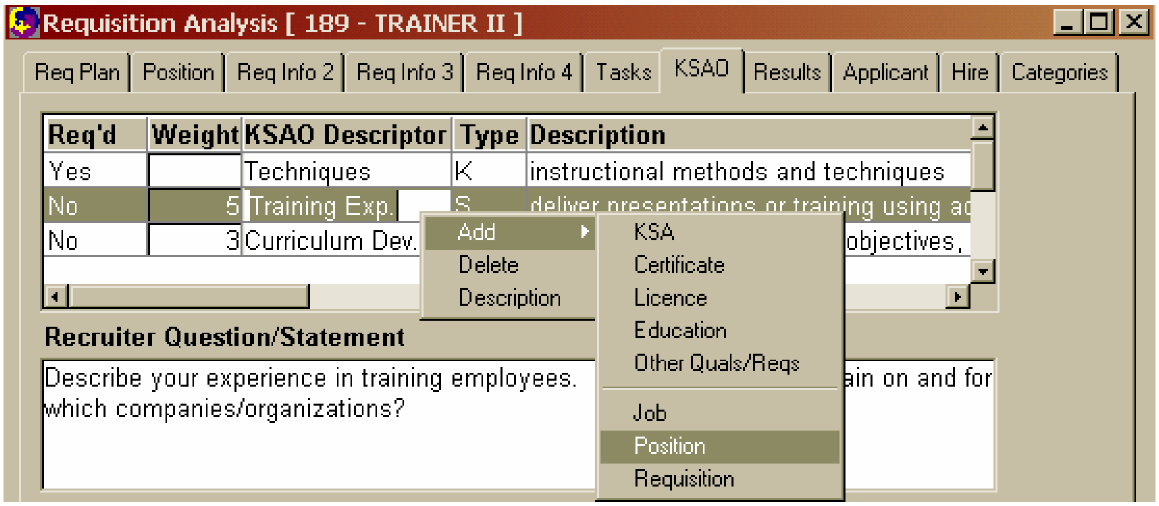
Enter the search criteria and click on Search. A list of jobs meeting the criteria will appear. Double click on the job that has the KSAOs to be added to the requisition.



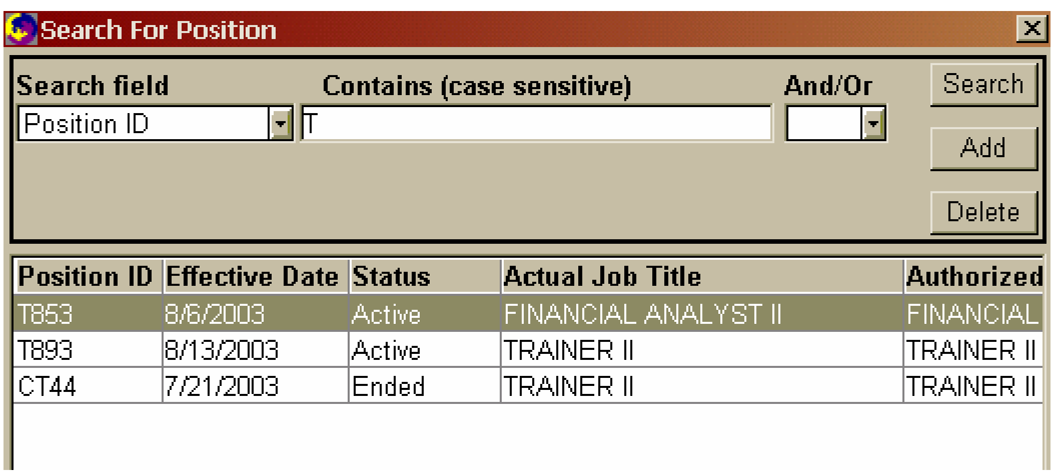
Use UJM Job Analysis to preview the KSAOs that will be copied to the requisition.

How Do I Add KSAOs from Another Position?

Right click anywhere in the list of KSAOs. Select Add and then Position. The Search For Position window will appear.



Enter the search criteria and click Search. A list of positions meeting the criteria will appear. Double click on the position that contains the KSAOs to be added to the requisition.

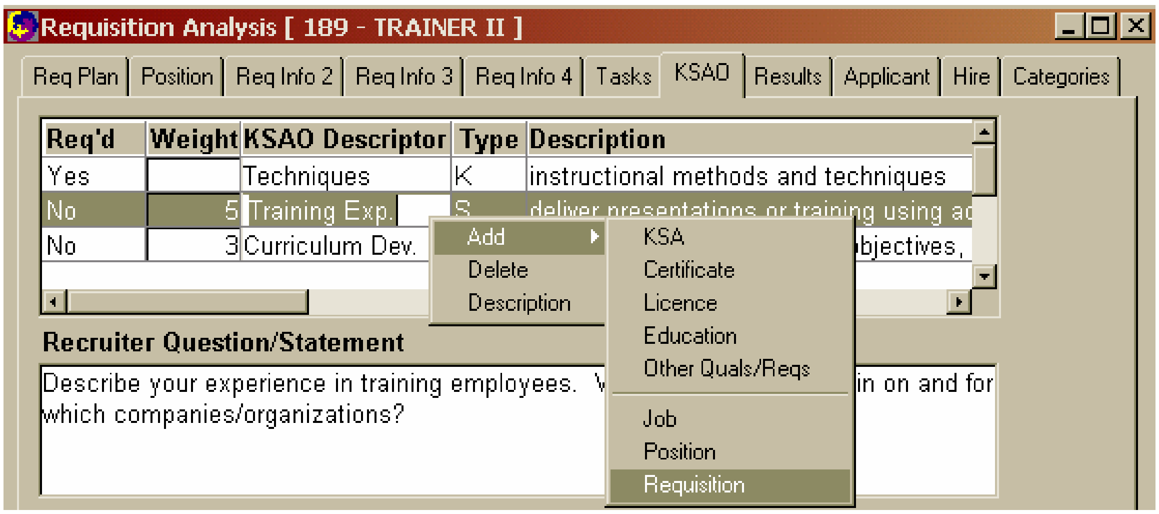


Use UJM Position Analysis to preview the KSAOs that will be copied to the requisition.

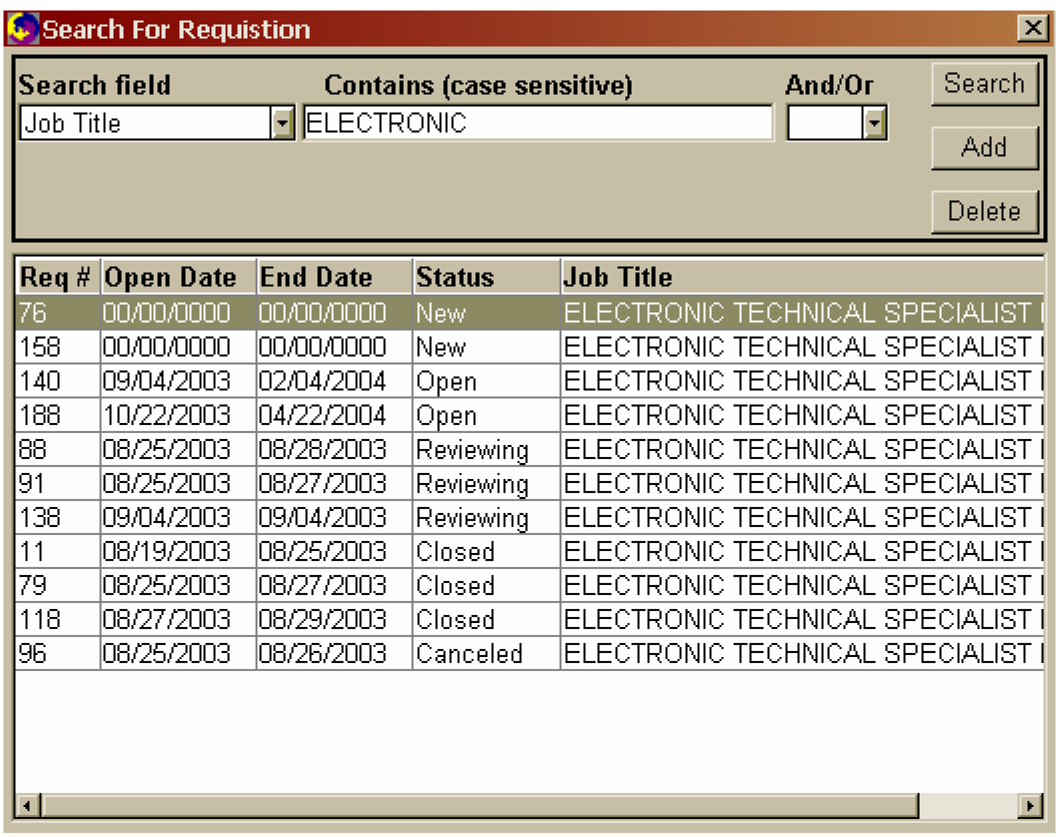
Requisition Analysis
KSAO

How Do I Add KSAOs from Another Requisition?

Right click anywhere in the list of KSAOs. Select Add and then Requisition. The Search For Requisition window will appear.

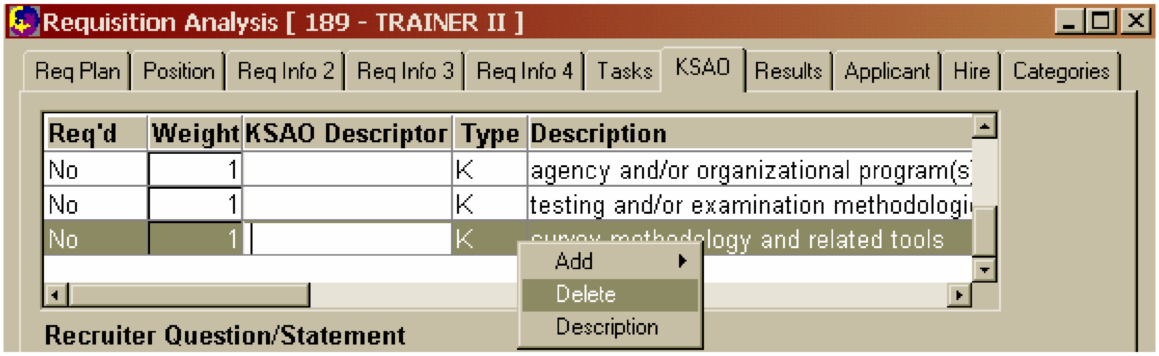


Enter the search criteria and click on Search. A list of requisitions meeting the criteria will appear. Double click on the requisition that contains the KSAOs to be added to the requisition.

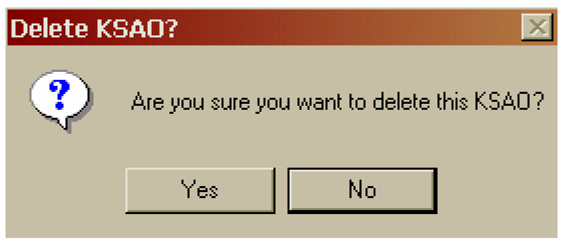


How Do I Delete a KSAO?

Select the KSAO to be deleted. Right click on it and choose Delete.



A prompt will appear to ask you if you really want to delete the KSAO.

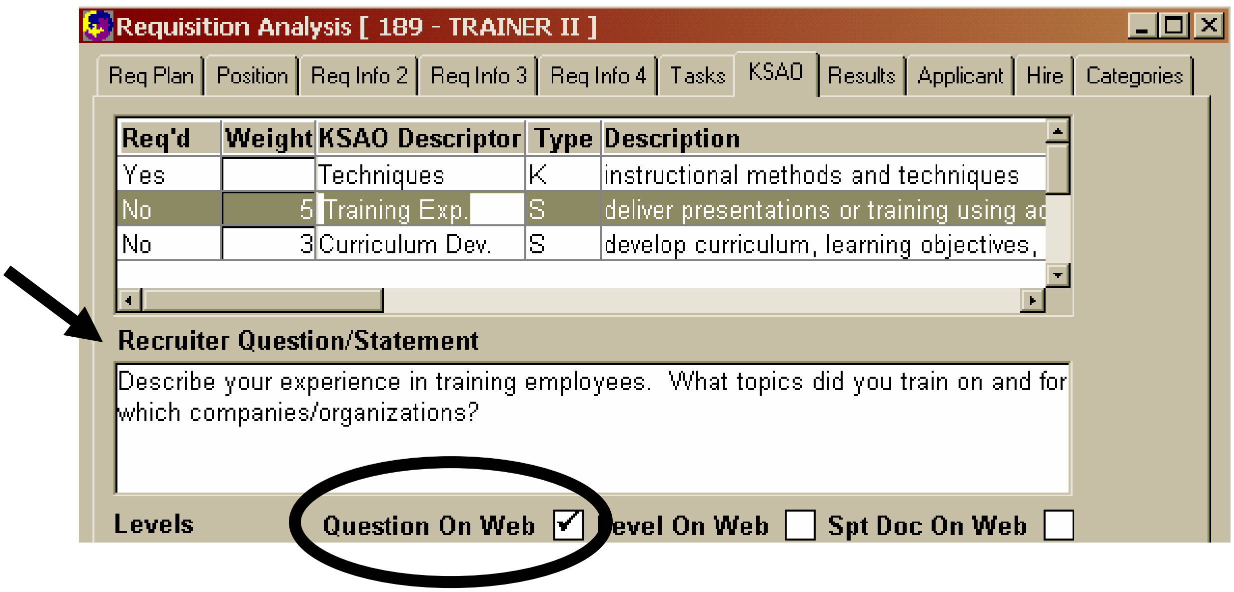


Click Yes and the KSAO will be deleted.

Requisition Analysis
KSAO

How Do I Create a Recruiter Question/Statement?

First select a KSAO. Next, type a related question or statement in the Recruiter Question/Statement box. If you want this question or statement to be part of the online application, check the Question on the Web box.



Continue to select KSAOs until each KSAO listed has a Recruiter Question or Statement.

You have many options for questions or statements.

EXAMPLE(S):

Yes or no question:
Do you have a CDL license?
Can you lift 50 lbs.?
Do you have a license in social work?
Do you have a Bachelors degree in Education?

Describe your experience or education:
Describe your level of experience in web programming.
Describe your level of education.
Describe your level of work experience in interpreting and applying employment laws.
How many years have you been working in criminal justice administration?

List programs or equipment you know or are able to use:
Please list the office equipment you are able to use.

Please list the employment laws you are familiar with.
Please list the programming languages you have used.

If you are going to use acronyms in questions or statements, use periods or spaces between letters such as H.R.I.S or H R I S. This will allow reader software, used by visually impaired users, to read the acronym.

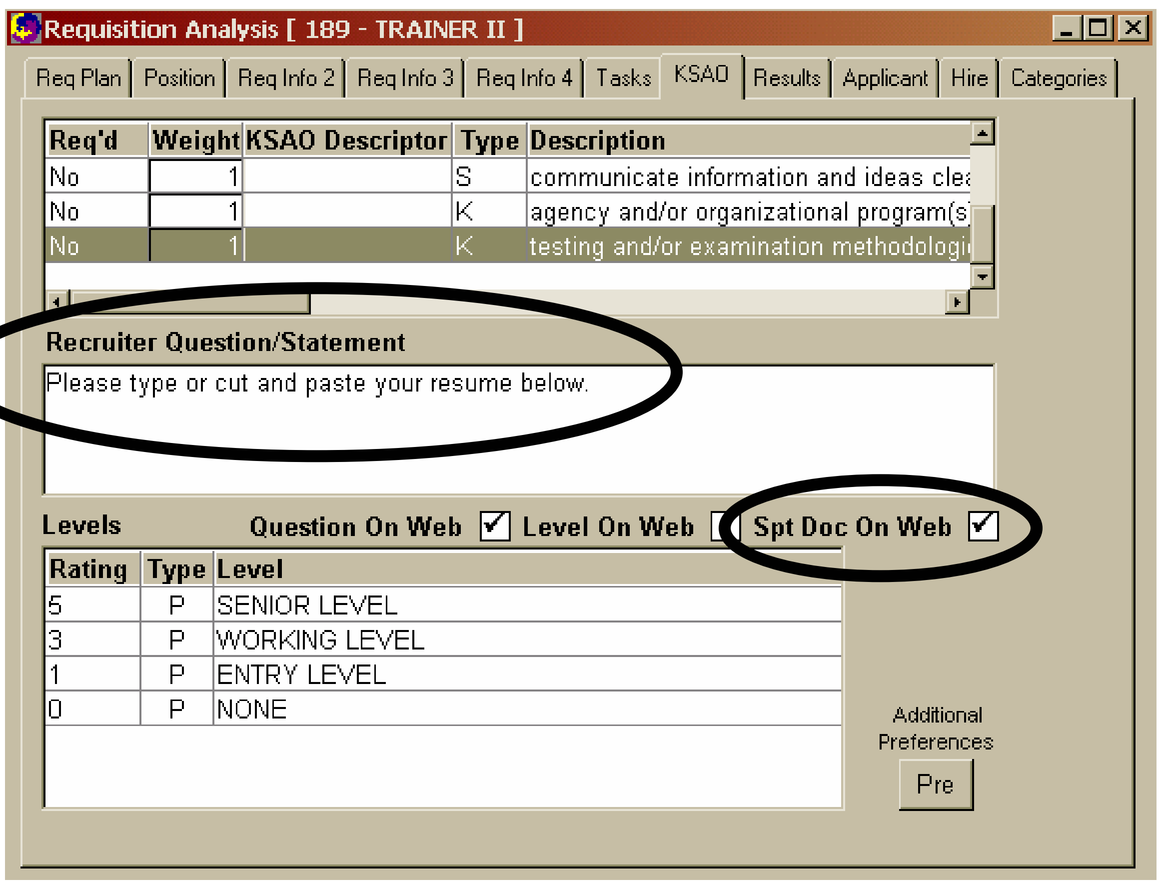
How Do Applicants Submit a Resume?

You may request a resume from applicants in two different ways. Either way, you must begin in the KSAO tab.

Requesting a Resume – Attached to a KSAO

Select a KSAO you want the resume to be attached to.

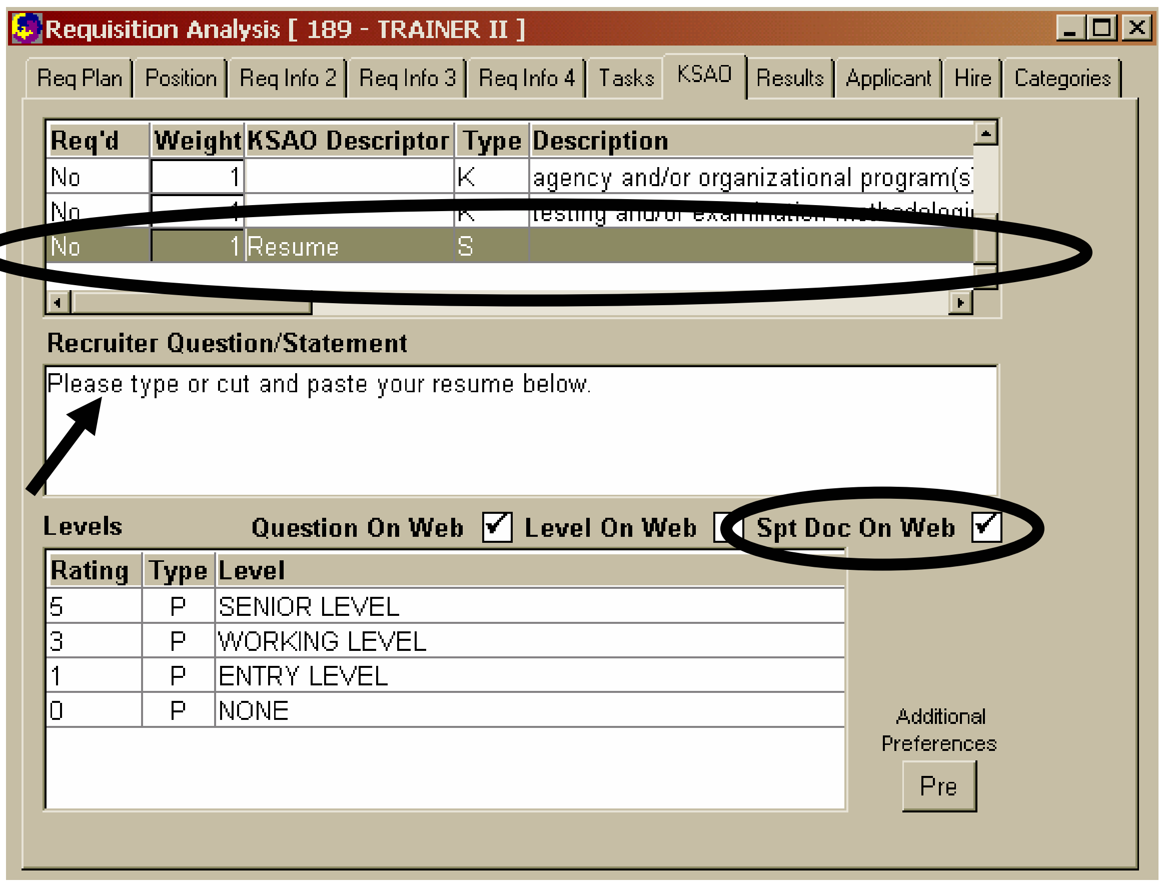
Example: Perhaps you want to evaluate the applicant's skill in testing methodology by reviewing their resume. First, select the correct KSAO. Next, enter a recruiter statement requesting that the applicant either type or cut and paste a resume in the supporting documentation box. Make sure the Spt Doc On Web box is checked so a text box for the resume will be provided on the web. Also add a Level to rate the skill based on the attached resume.



Requisition Analysis
KSAO

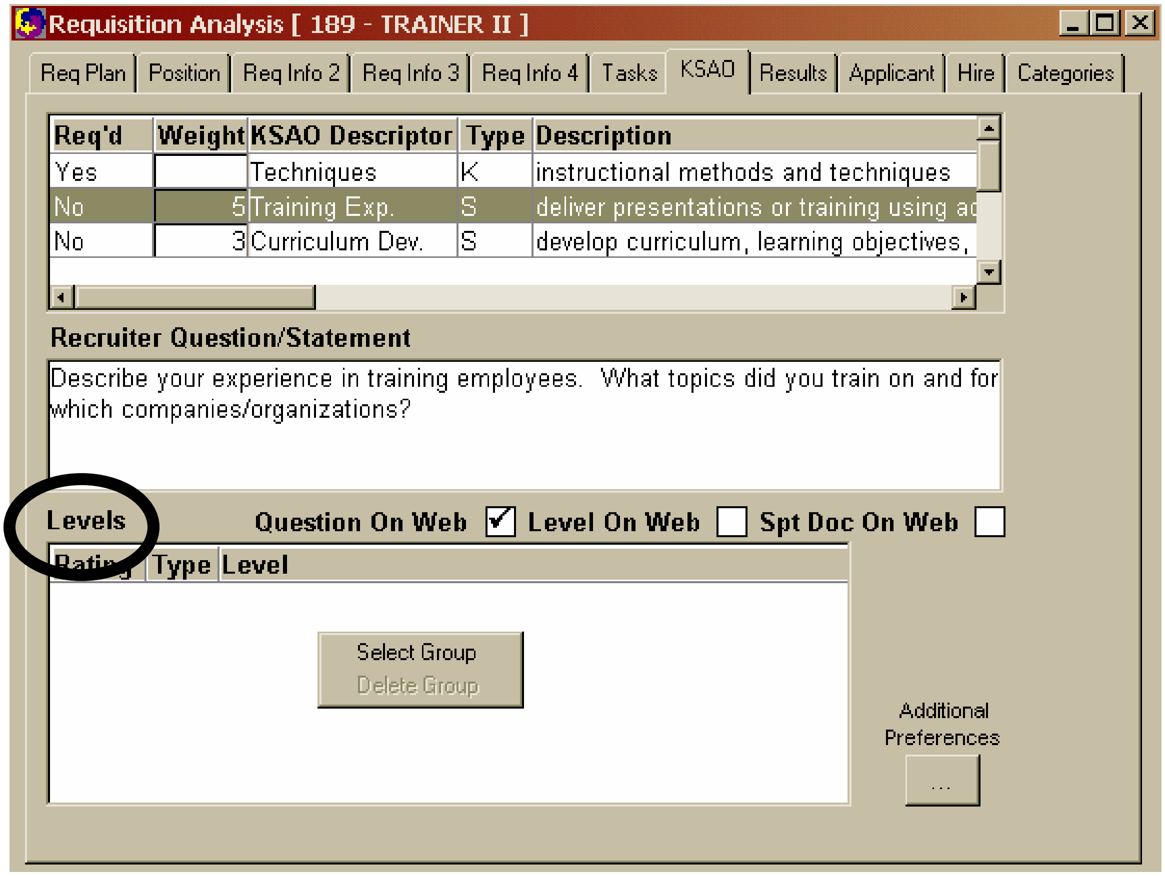
Requesting a Resume – Not Attached to a KSAO

If you want to evaluate more than one skill with the applicant's resume, you may also have the applicant provide a resume that is not attached to an individual KSAO. First, add a KSA called resume. Search for a KSA called resume and add it to the requisition. (See **How Do I Add an Individual KSAO?** for more information.) This will add a blank KSAO to the list. Select the blank KSAO and add the KSAO Descriptor "Resume". Next, enter a recruiter statement requesting that the applicant type or cut and paste a resume in the supporting documentation box. Make sure the Spt Doc On Web box is checked so a text box for the resume will be provided on the web.



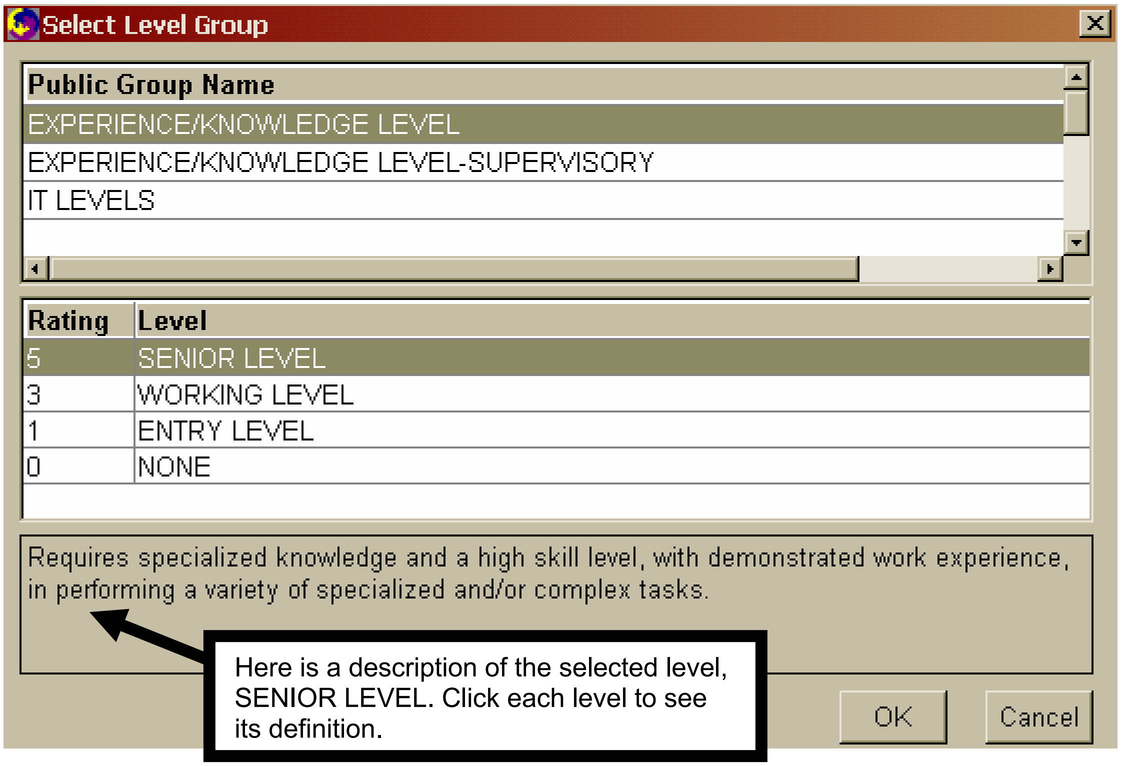
Levels

Levels must be added in order to rate the applicant on the selected KSAO. First, select a KSAO with a question. Then right click in the Levels box and choose Select Group. This will bring up the Select Level Group search window. Select levels appropriate to the selected question/statement.



Requisition Analysis
KSAO

Selecting a group under Public Group Name will display the levels and ratings for that group. Selecting a level will display the definition of that level at the bottom of the window. When the group of desired levels is found, select it and click OK.



Continue to select KSAOs and use this process until each KSAO has a level.

Below are examples of how levels can be used with questions.

EXAMPLE(S):

Do you have a CDL license?
Rating Level: Yes/No

Describe your level of experience in web programming.
Rating Level: None/Beginner/Intermediate/Advanced

Describe your level of education.
Rating Level: None/High School or GED/Bachelors/Masters/PhD

Describe your level of work experience in interpreting and applying employment laws.
Rating Level: None/Entry/Working/Senior

How many years have you been working in criminal justice administration?
Rating Level: No experience/Less than 6 months experience/6-11 months experience/12-23 months experience/24 or more months experience

You can ask the applicant to rate herself/himself or you can use the levels to rate the applicant behind the scenes. In addition to targeted questions and applicant rating, you can also ask the applicant to supply supporting documentation demonstrating his/her knowledge, skill, or ability and/or supporting his/her self-rating. You can also ask the applicant to submit a resume if you prefer to evaluate and rate the applicant's qualifications based on a resume rather than application questions. See **How do Applicants Submit a Resume?**.

How Do I Add New Level Groups?

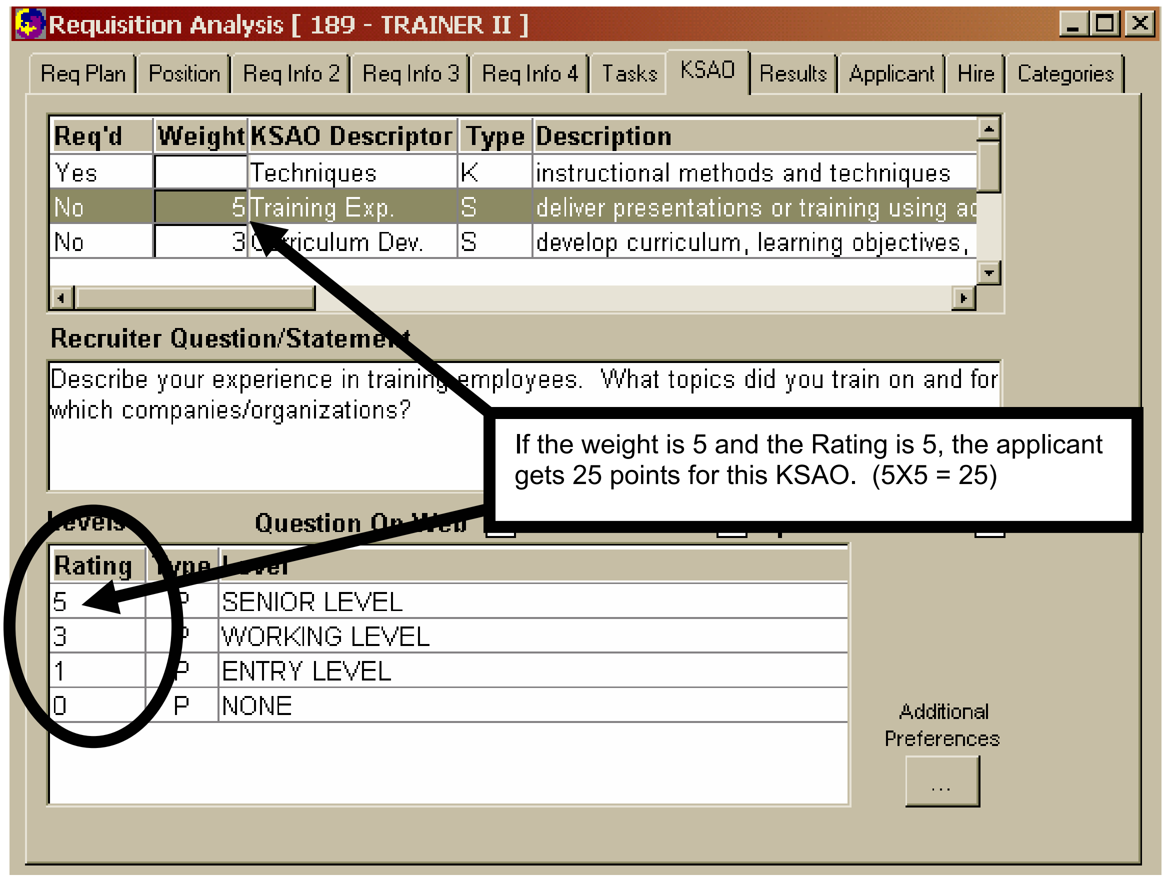
Email UJM Support to request a group of levels to be added. Find UJM Support in GroupWise or enter UJM_Support@utah.gov. Provide the desired levels, corresponding ratings, and a name for the level group. The system administrator will contact you when it is complete.

Requisition Analysis
KSAO

What is a Rating?

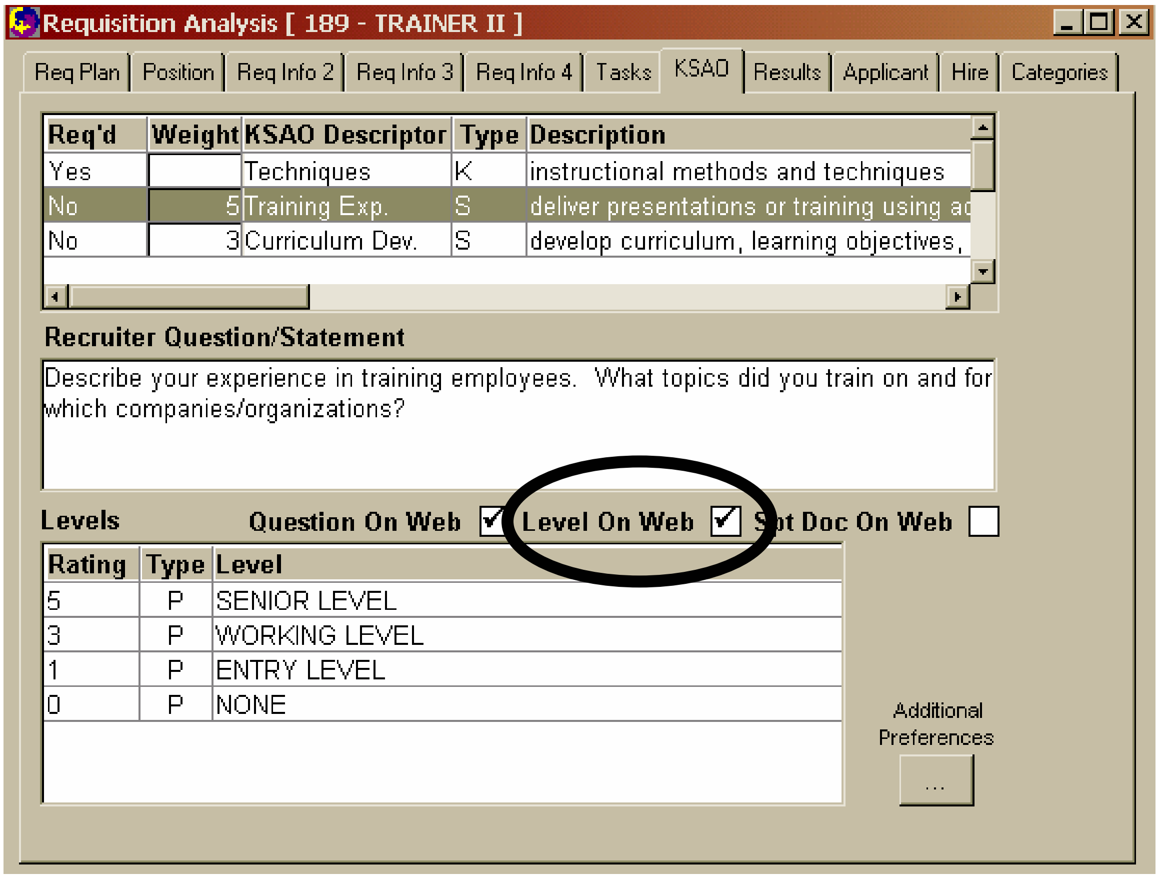
The level's rating is the number of points the system will use to multiply by the weight of the KSAO. The result of the multiplication is the number of points the applicant receives for that item.

Example: The highlighted KSAO in the graphic below (with the descriptor "Training Exp.") has a weight of 5. Let's say an applicant's level of skill in this area is SENIOR LEVEL which had a rating of 5. The system will multiply the Weight by the Rating and give the applicant 25 points (5 X 5 = 25) for this KSAO.



What is Level on the Web?

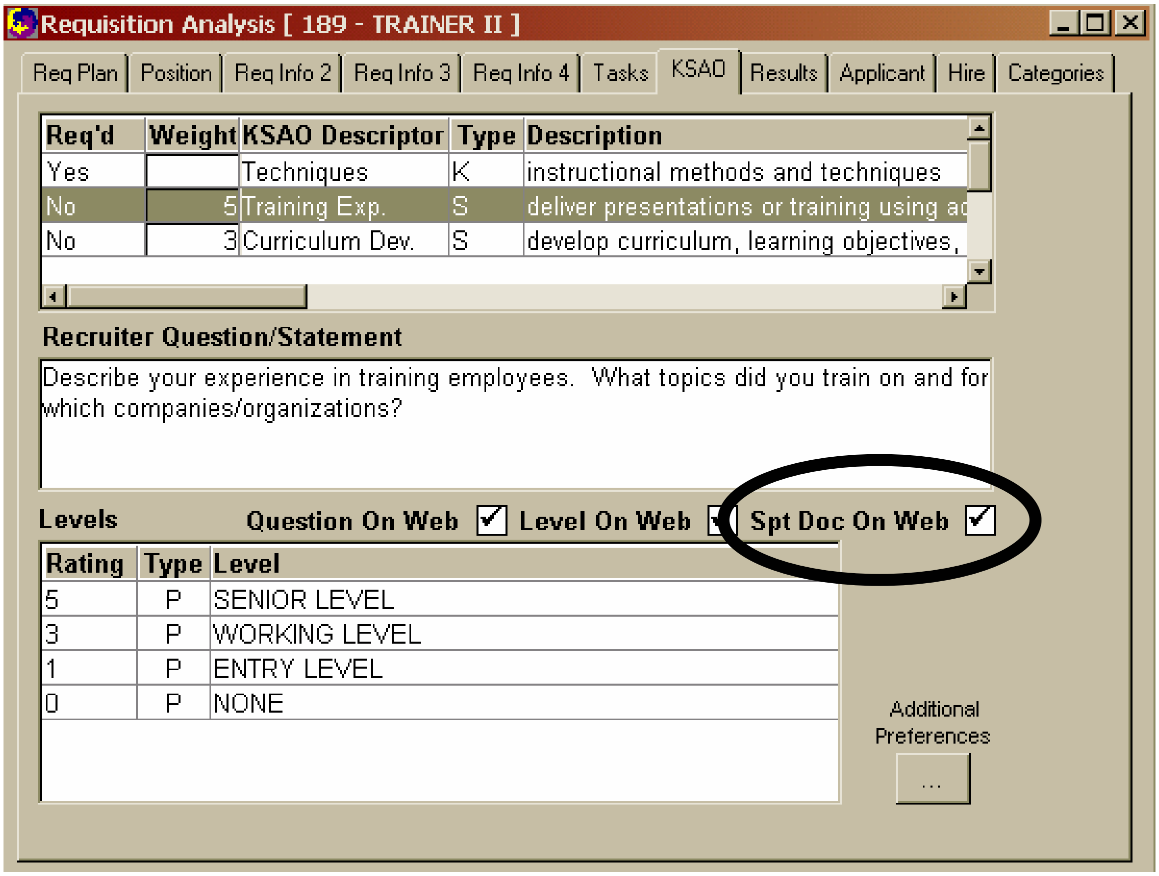
If you would like the applicant to rate themselves on this KSAO, make sure the Level On Web box is checked. If the Level on the Web box is checked, a level group must be added.



Requisition Analysis
KSAO

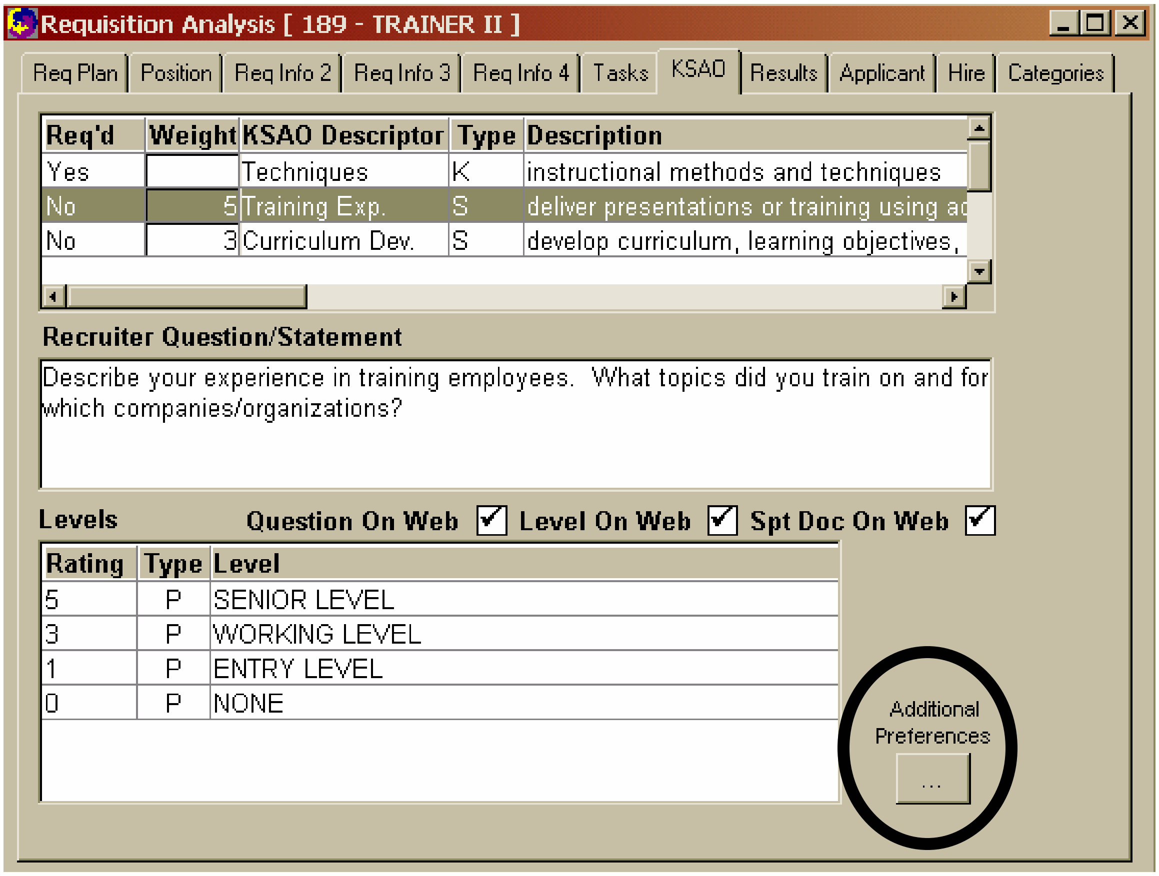
What is Spt Doc On Web?

This stands for Supporting Documentation on the Web. Check this box if a text box on the web application is necessary so applicants can supply you with information.

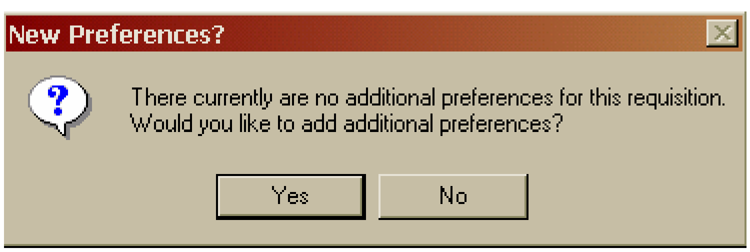


How Do I Add Additional Preferences?

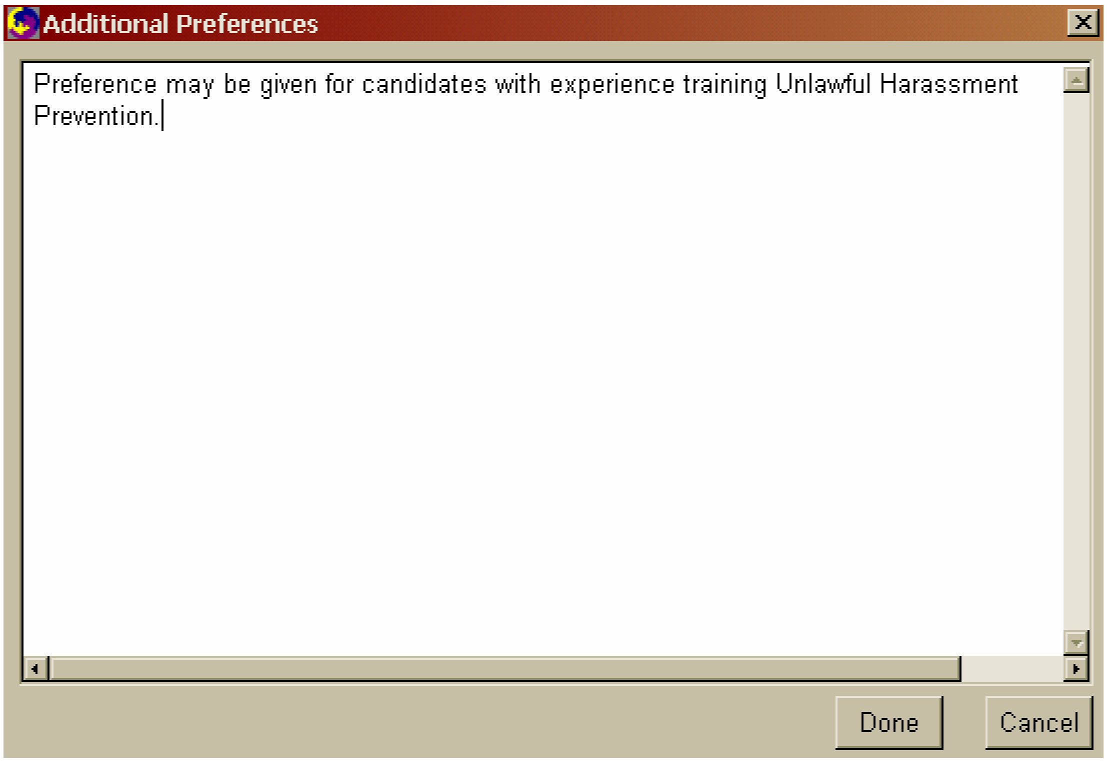
To add Additional Preferences, click on the Additional Preferences button.



The following message will appear if no preferences have been added:



If you want to add additional preferences, click Yes. Clicking Yes, takes you to the Additional Preferences window. Type the additional preferences. When finished, click Done. This will flow to the job announcement posted on the web. If no additional preferences are necessary, click No to return to the KSAO tab.



How Do I Preview the Online Job Announcement?

Recruiters and hiring managers can preview online job announcements by going to www.statejobs.utah.gov/jaPreview.jsp.

Enter the requisition number and click on Preview.

The following page is an example of an online job announcement.

Sample Online Job Announcement:

Job Announcement

TRAINER II

Salary Range	Step 45 ($ 15.37) to Step 60 ($ 23.09)
Number of openings	1
Application Period	10/31/2003 - 11/4/2003
Agency	Dept Administrative Srvc
Location	State Office Bldg. Salt Lake City
Benefits	Yes.
Part/Full Time	Full Time

Job characteristics

This is a working level job where incumbents will provide training for a division/bureau, agency program, or function by delivering training, facilitating group processes, identifying individual and organizational training needs, or designing and implementing learning objectives and curriculum. Incumbents may participate in managing a center for hunter education, managing public shooting ranges and surrounding wildlife conservation areas, developing and implementing training lesson plans, policies, and procedures; monitoring contracts and managing center records, providing reports, and accounting for money. May also participate in coordinating long-term career development for an "Engineer-In-Training" through the coordination of work assignments.

Tasks

Delivers presentations, stand up training, or instruction to staff, management, clients, or the general public. Designs and/or prepares training/instructional materials, teaching aids and devices. Maintains and/or creates files or record keeping systems. Sorts, labels, files and retrieves documents, or other materials. Acts as a resource to provide information or determine the most effective way of meeting the needs of management, staff, clients or customers. Conducts training needs assessments and recommends training programs.

Job Requirements

Knowledge of or Skills/Ability to instructional methods and techniques; deliver presentations or training using acceptable methods and techniques; develop curriculum, learning objectives, and/or course materials.

Additional Preference	Preference may be given for candidates with experience training Unlawful Harassment Prevention.
Physical Requirements	1
Working Conditions	Office Setting
On-call	
Travel	
Safety Sensitive	[None]
Probationary Period	12 months
Contact	King Arthur (801) 999-9999 kinga@camelot.com

Also, preview the online application by clicking on the View Application Preview link.

How Do I Preview an Online Application?

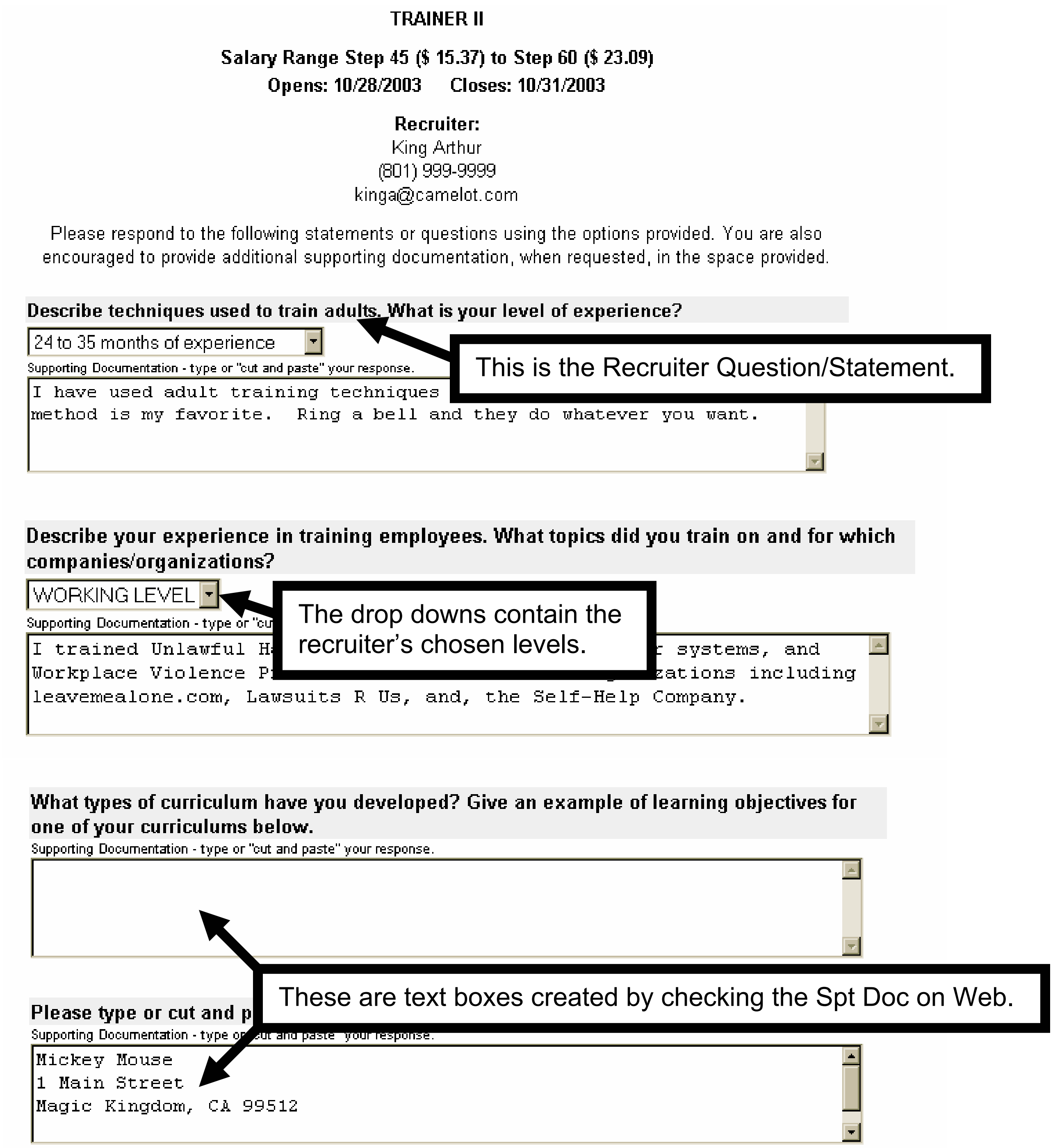
Recruiters and hiring managers can preview online applications by going to www.statejobs.utah.gov/jaPreview.jsp.

Enter the requisition number and click on Preview.

The following page is an example of an online application.

Requisition Analysis
Online Previews

Sample Online Application:



TRAINER II

Salary Range Step 45 ($ 15.37) to Step 60 ($ 23.09)
Opens: 10/28/2003 Closes: 10/31/2003

Recruiter:
King Arthur
(801) 999-9999
kinga@camelot.com

Please respond to the following statements or questions using the options provided. You are also encouraged to provide additional supporting documentation, when requested, in the space provided.

Describe techniques used to train adults. What is your level of experience?

24 to 35 months of experience

Supporting Documentation - type or "cut and paste" your response.

I have used adult training techniques
method is my favorite. Ring a bell and they do whatever you want.

This is the Recruiter Question/Statement.

Describe your experience in training employees. What topics did you train on and for which companies/organizations?

WORKING LEVEL

Supporting Documentation - type or "cu

I trained Unlawful H r systems, and
Workplace Violence P zations including
leavemealone.com, Lawsuits R Us, and, the Self-Help Company.

The drop downs contain the recruiter's chosen levels.

What types of curriculum have you developed? Give an example of learning objectives for one of your curriculums below.

Supporting Documentation - type or "cut and paste" your response.

Please type or cut and p

Supporting Documentation - type o ut and paste your response.

Mickey Mouse
1 Main Street
Magic Kingdom, CA 99512

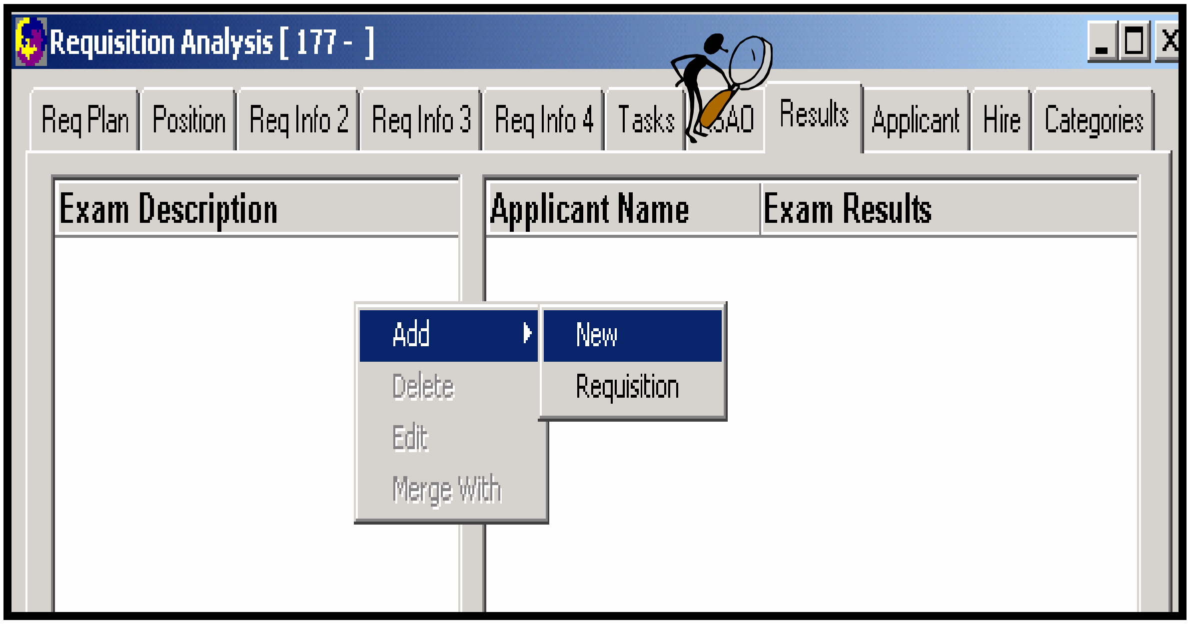
These are text boxes created by checking the Spt Doc on Web.

Also, preview the online job announcement by clicking on the View Job Announcement Preview link.

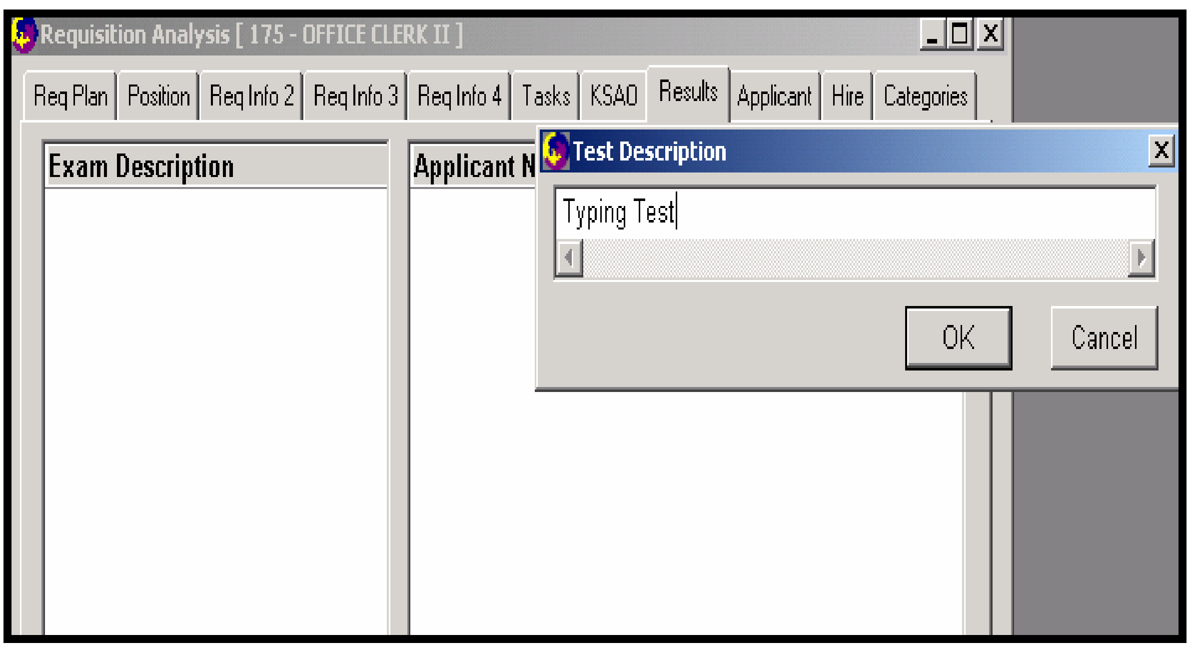
Requisition Analysis
Results

How Do I Add Results From An Exam?

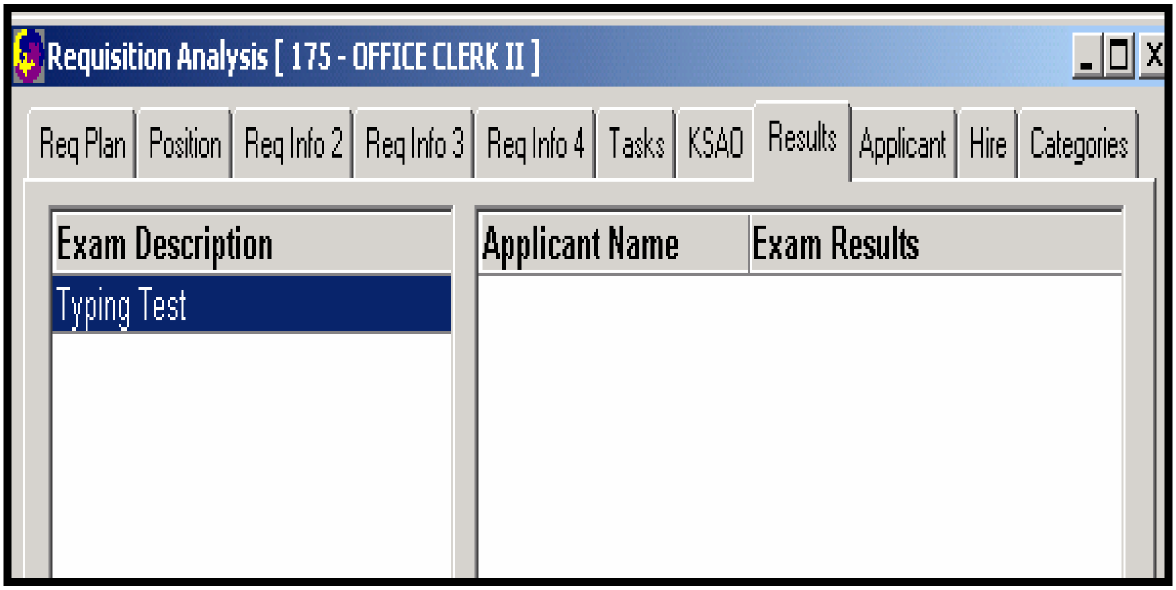
To add exam results to the requisition analysis click on the Results Tab. Right click on the Exam Description area and select Add and New.



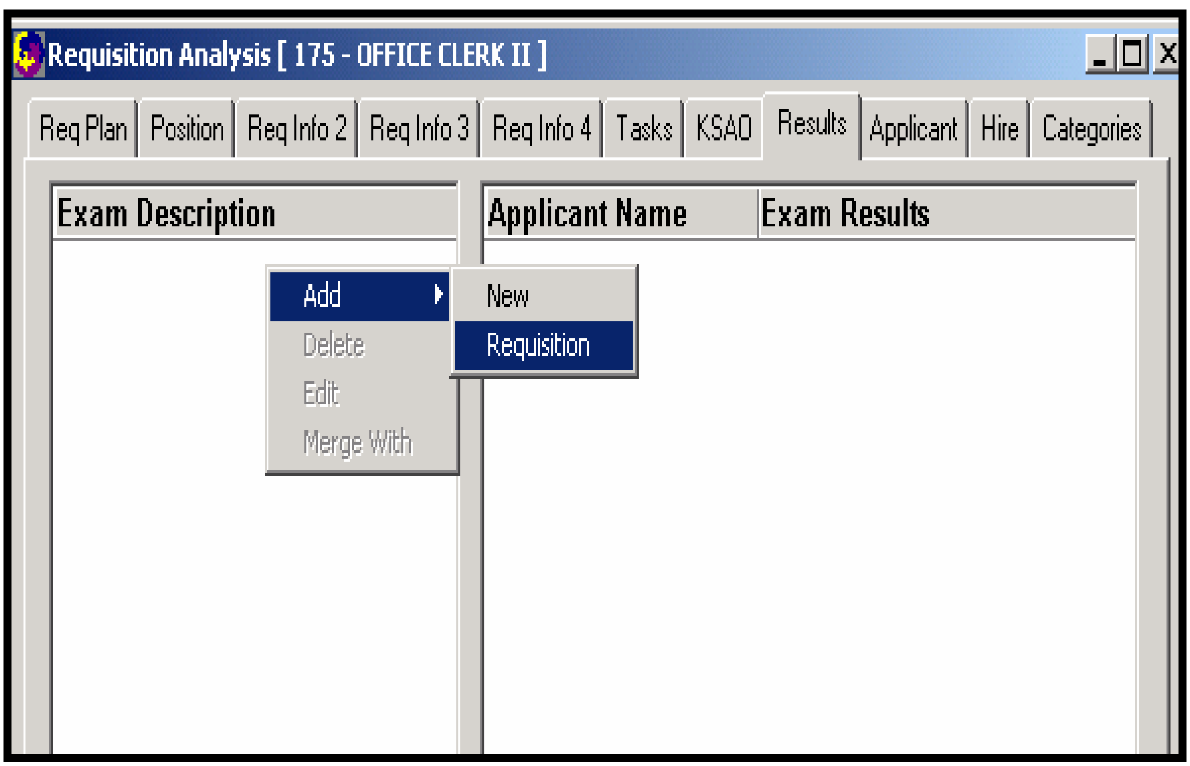
Type in the Exam Description and click OK.



The title will populate under the Exam Description.

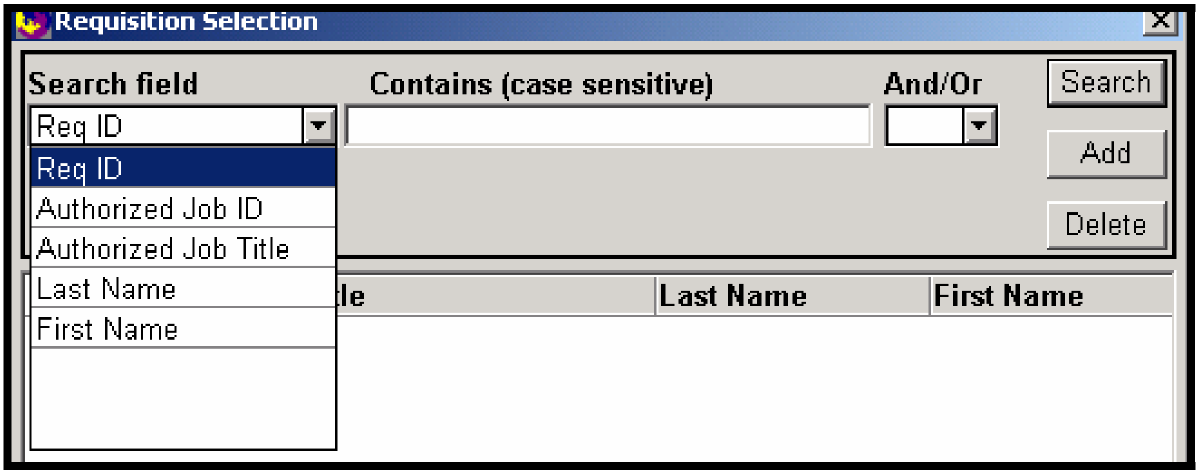


An exam may also be added from an existing requisition. To add an existing exam to the current requisition analysis click on the Results Tab. Right click on the Exam Description area and select Add and Requisition.

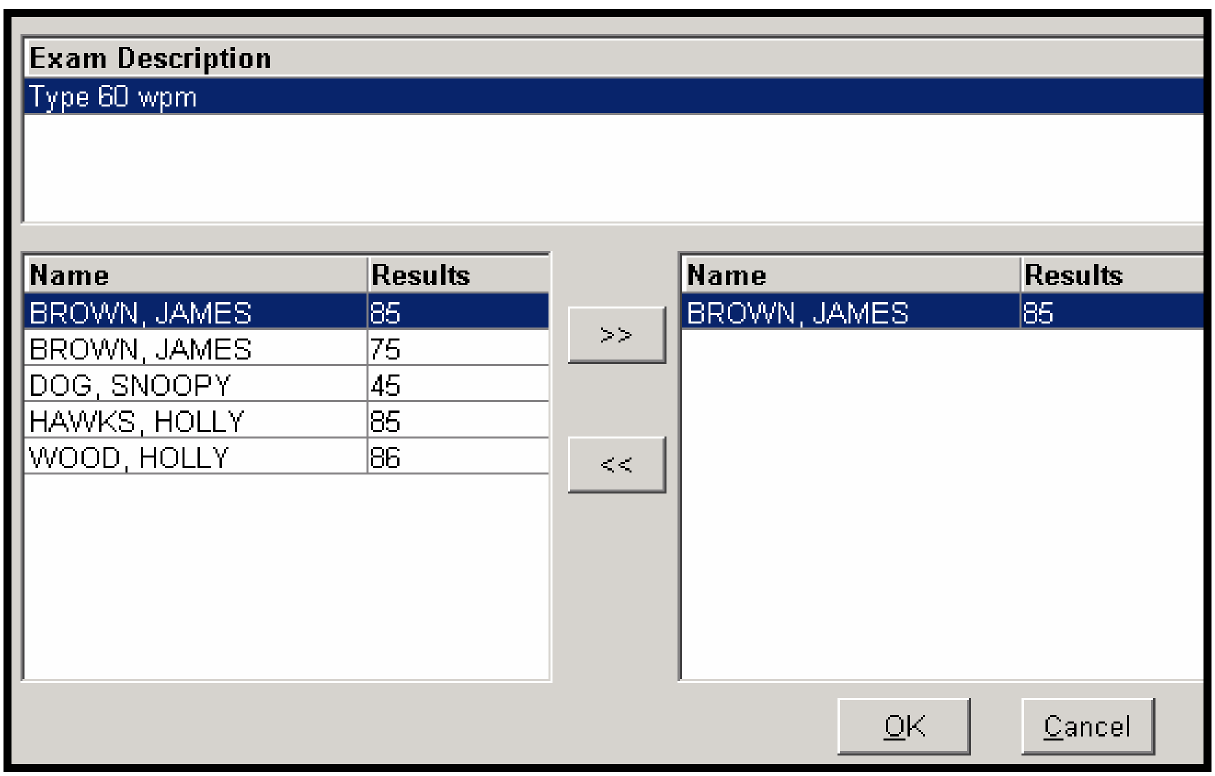


Requisition Analysis
Results

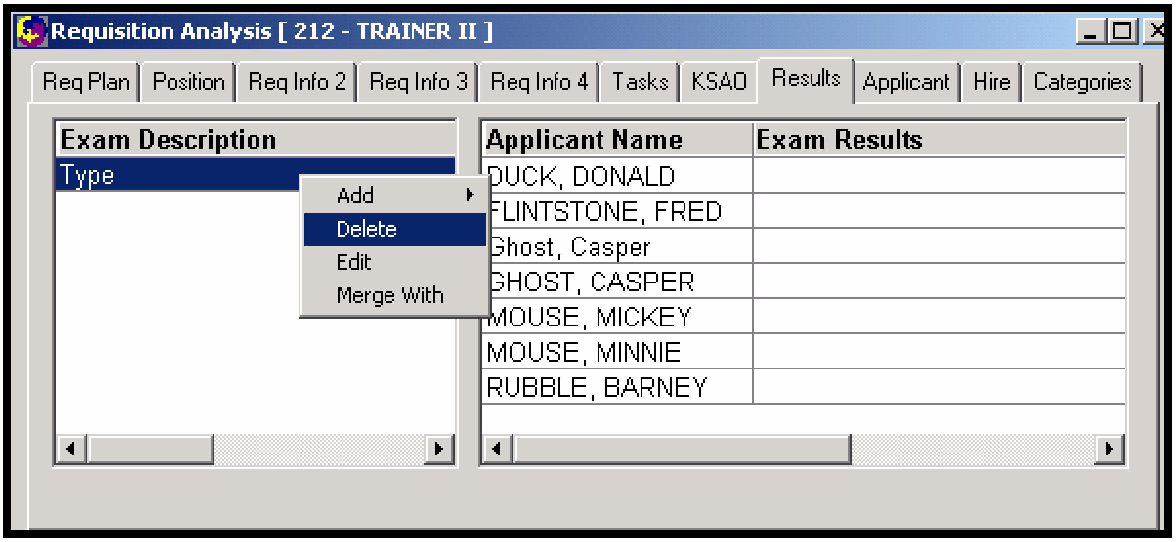
To add an existing exam, search by Requisition ID, Authorized Job ID, Authorized Job Title, Last Name or First Name. Click Search and double click on the criteria to bring up the Exam Description box.



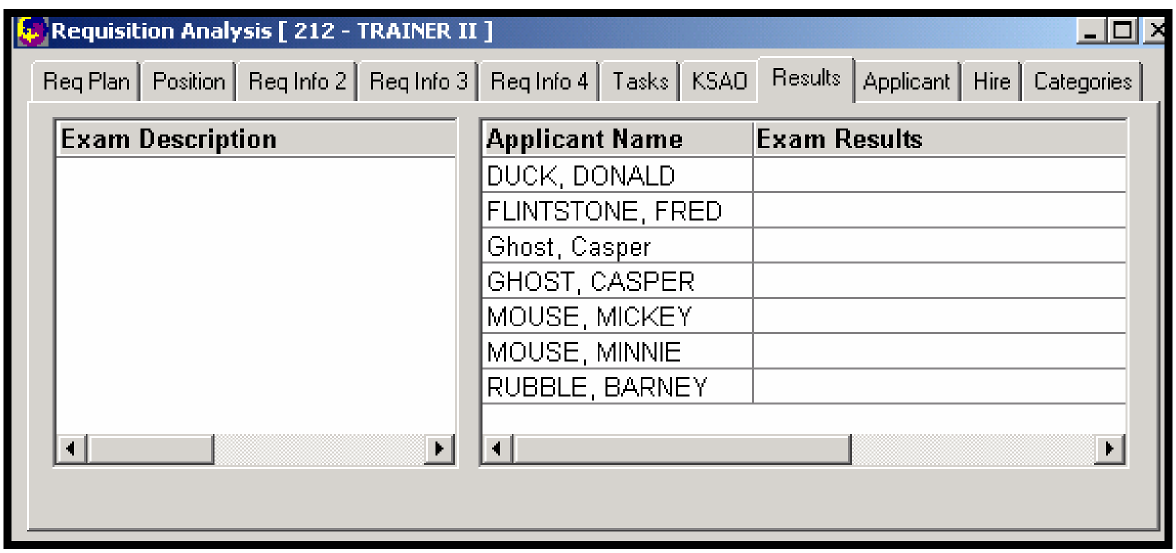
Copy individuals from the existing requisition to the new requisition by selecting the name and clicking the right arrow or double clicking on the name. Click OK. To remove individuals from the requisition, select the name and click the left-arrow key or double click on the name. Click OK.



To delete the Exam Description, highlight the Exam Description and right click on it. Click Delete. Applicants added to the Results tab cannot be deleted.

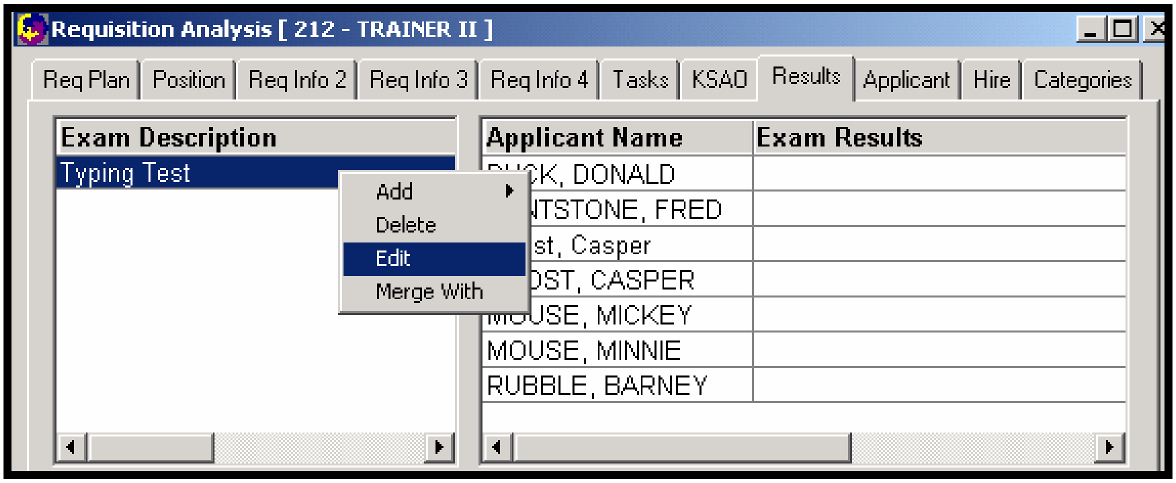


Deleted Exam Description

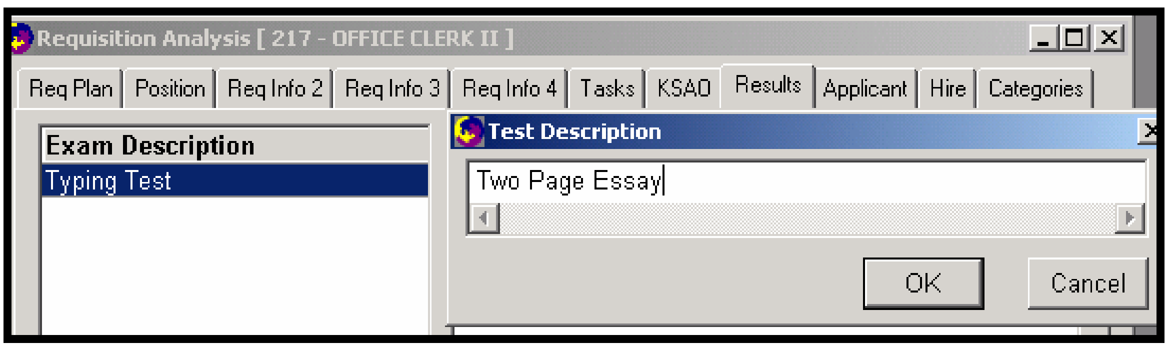


Requisition Analysis
Results

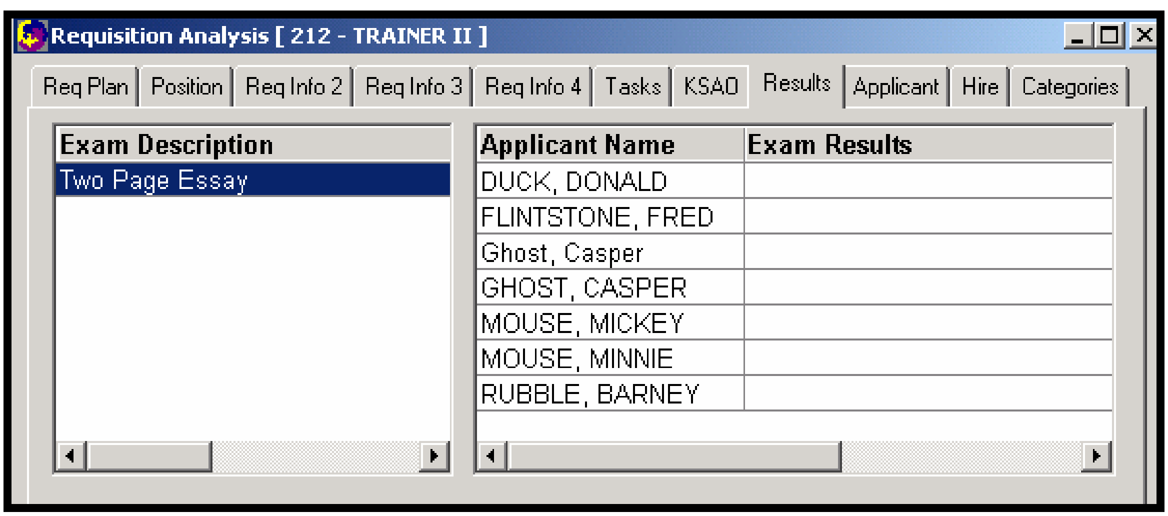
To Edit the Exam Description, highlight the Exam Description and right click. Click Edit.



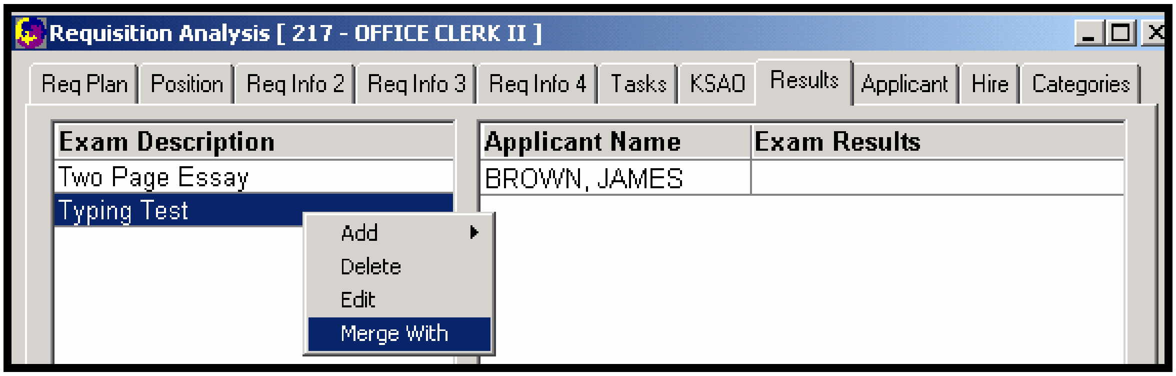
Type in the new description in the Test Description box and click OK.



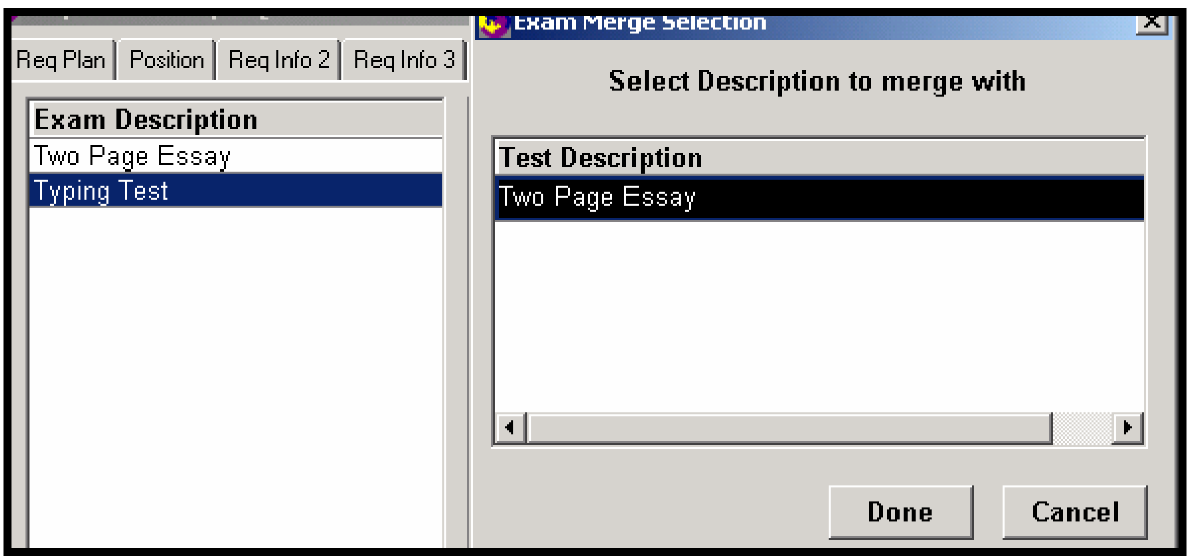
Updated Exam Description



To Merge Exam Results with another exam, highlight the Exam Description and right click on it. Click Merge With.



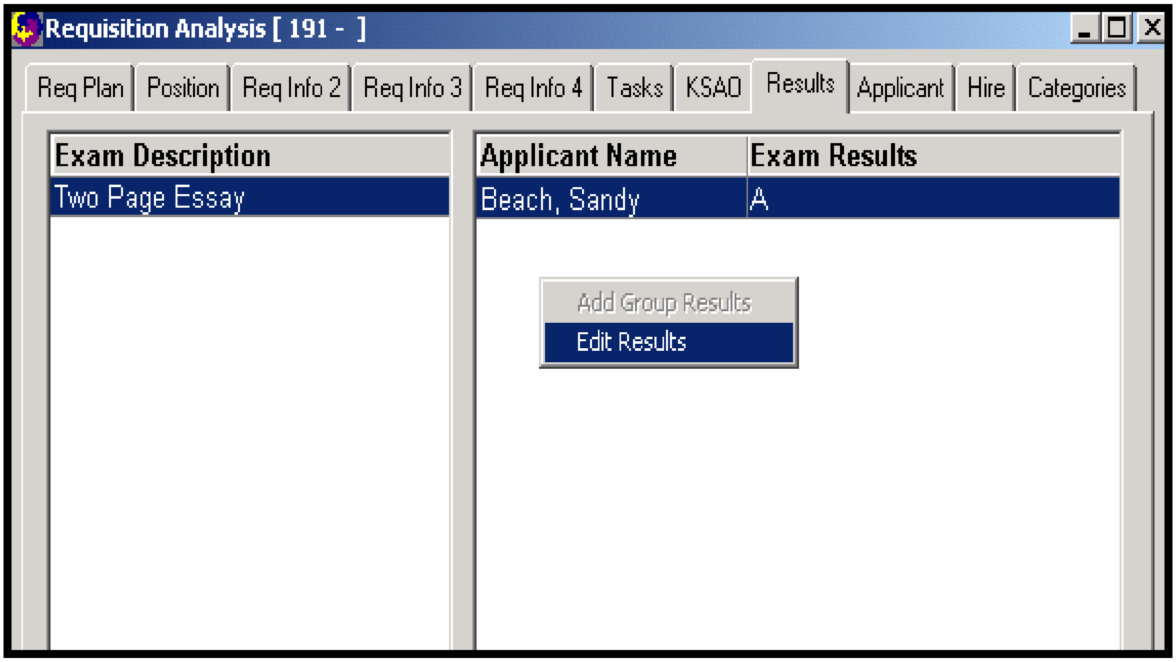
Select the Test Description to merge with and click Done.



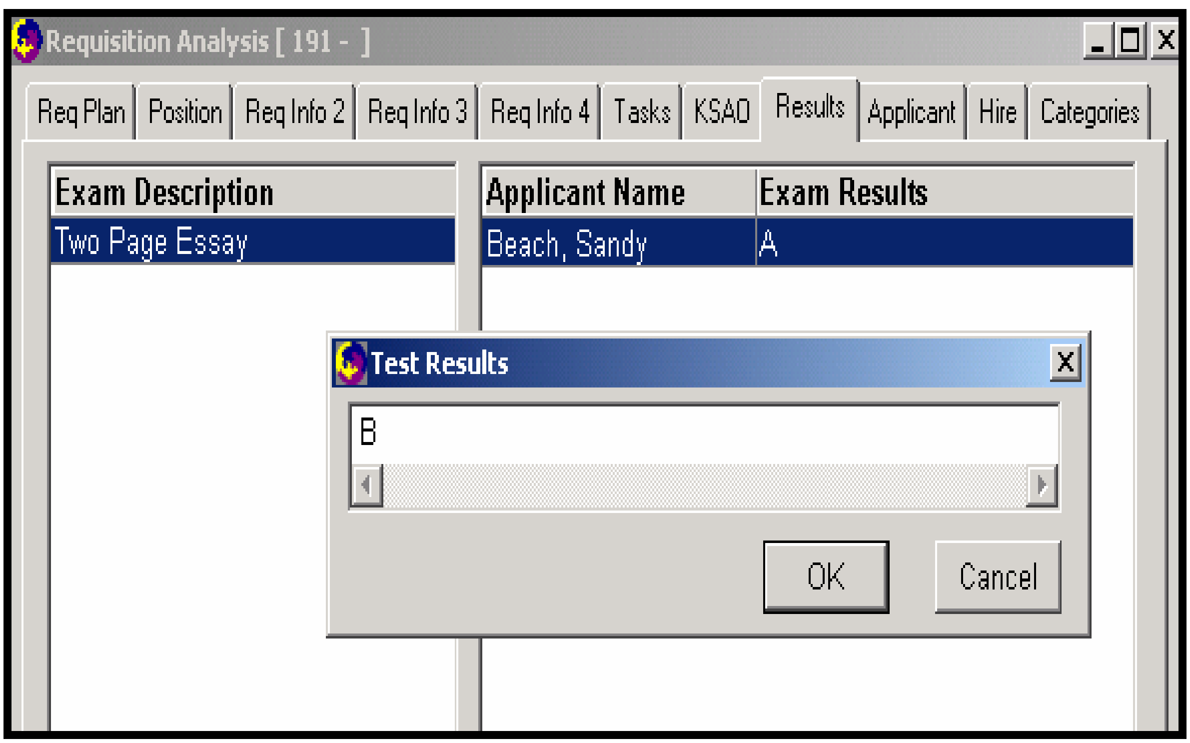
Note: When the user merges two exams with the exact same name, the two exams will merge into one. If the user merges exam results with different names, the results will merge but there will be two different exams.

Requisition Analysis
Results

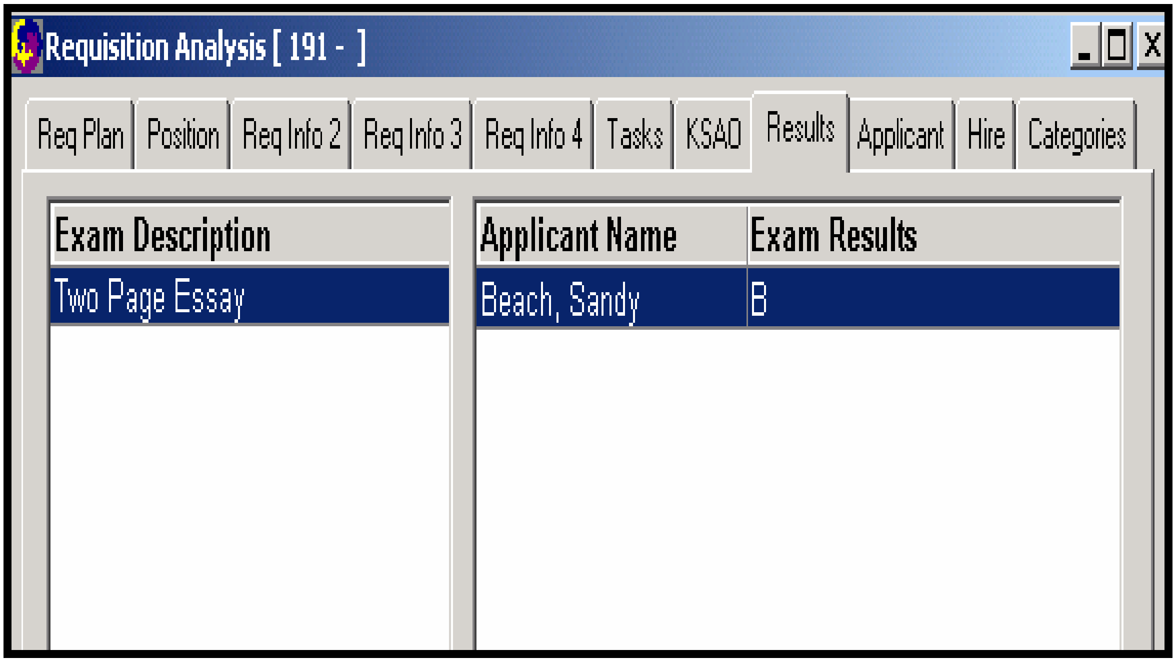
To edit individual exam results select the applicant and right click to Edit Results.



Update the Exam Results and click OK.

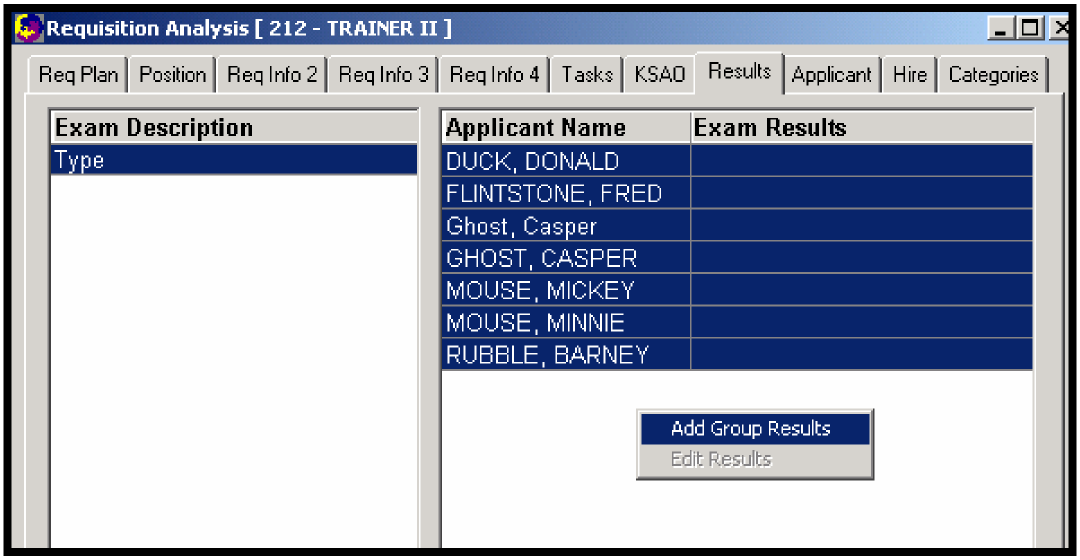


Updated Exam Results

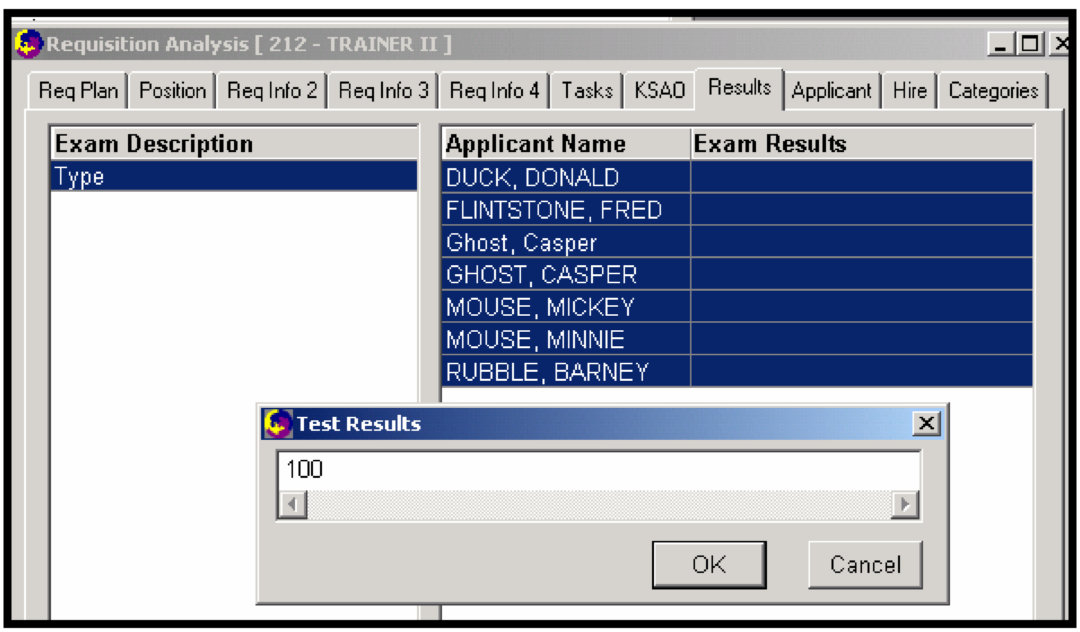


Requisition Analysis
Results

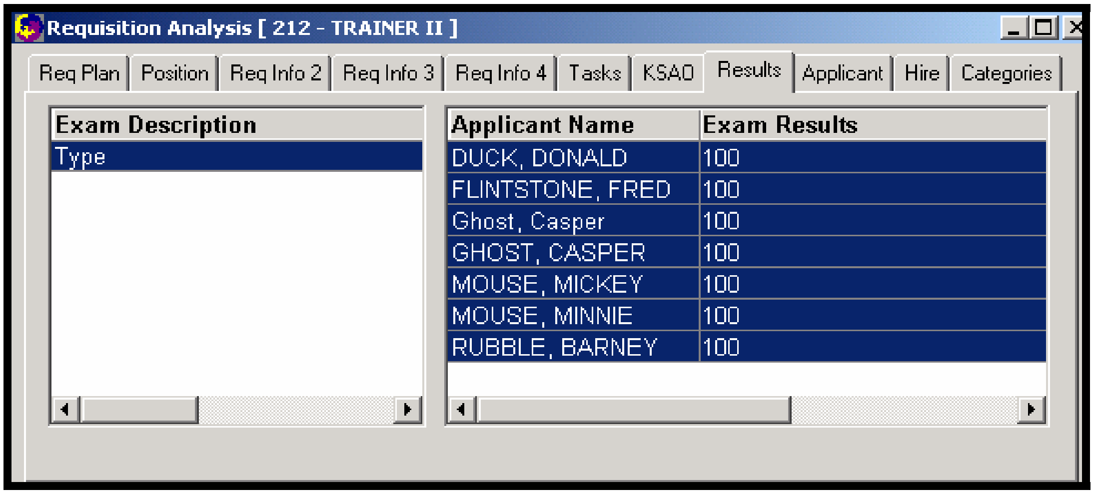
To add a group of results, highlight the names and right click. To highlight multiple names use the Control key and click on the name with the mouse or the arrow buttons. Select Add Group Results. (Must be more than one name).



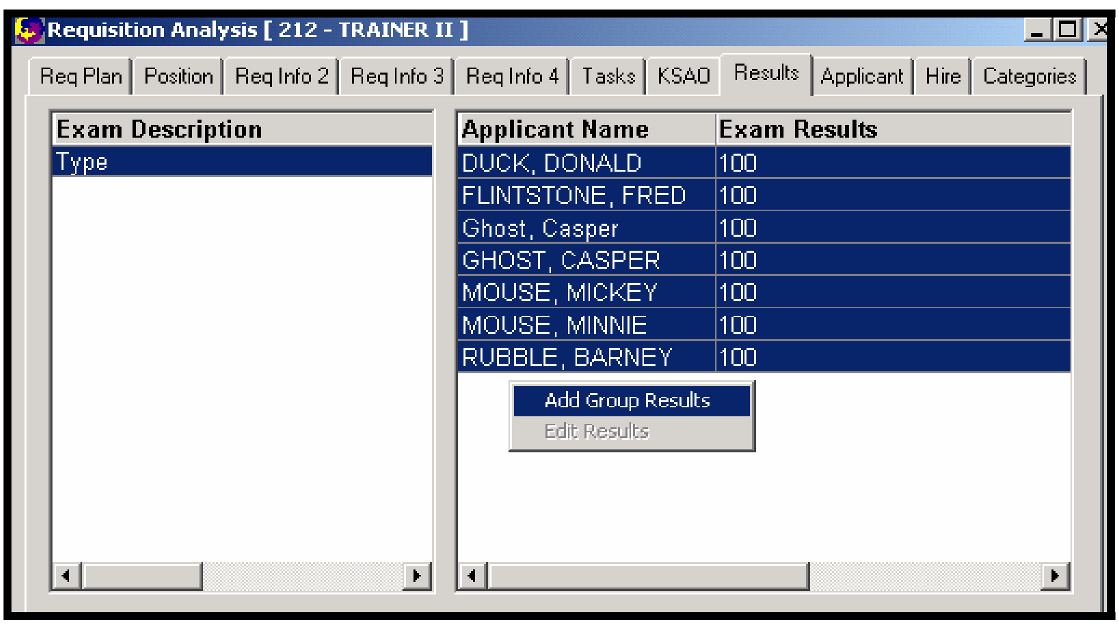
Type in the Test Results and click OK.



Updated Group Results.

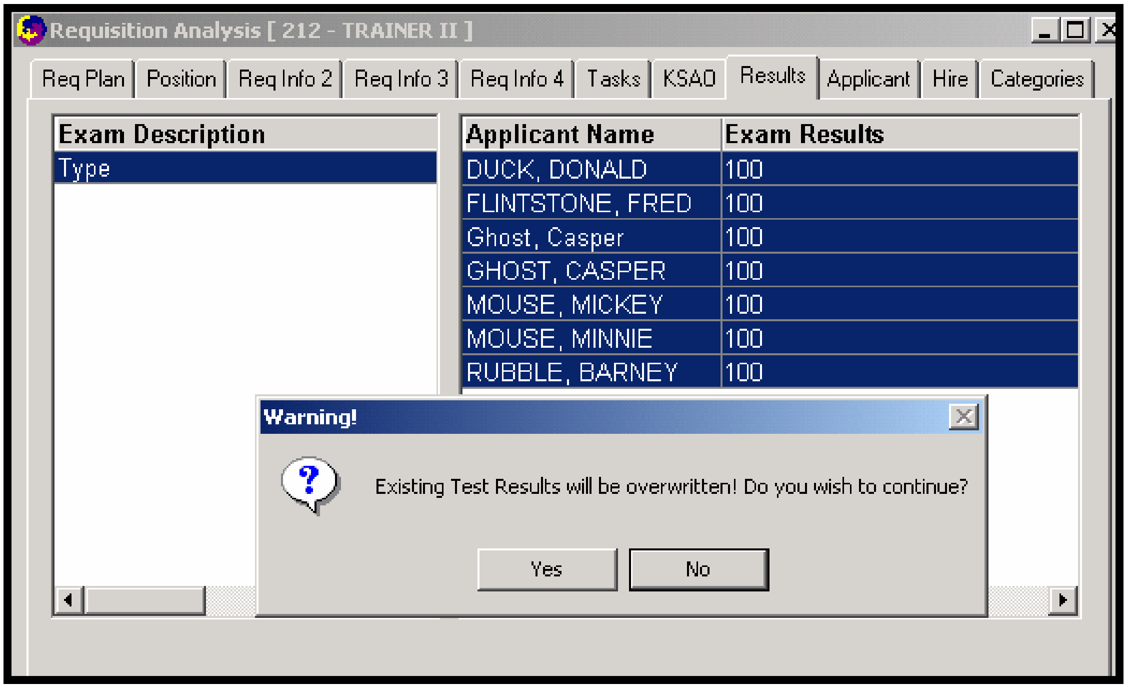


To edit group Exam Results, select all applicants and right click. Select Add Group Results.

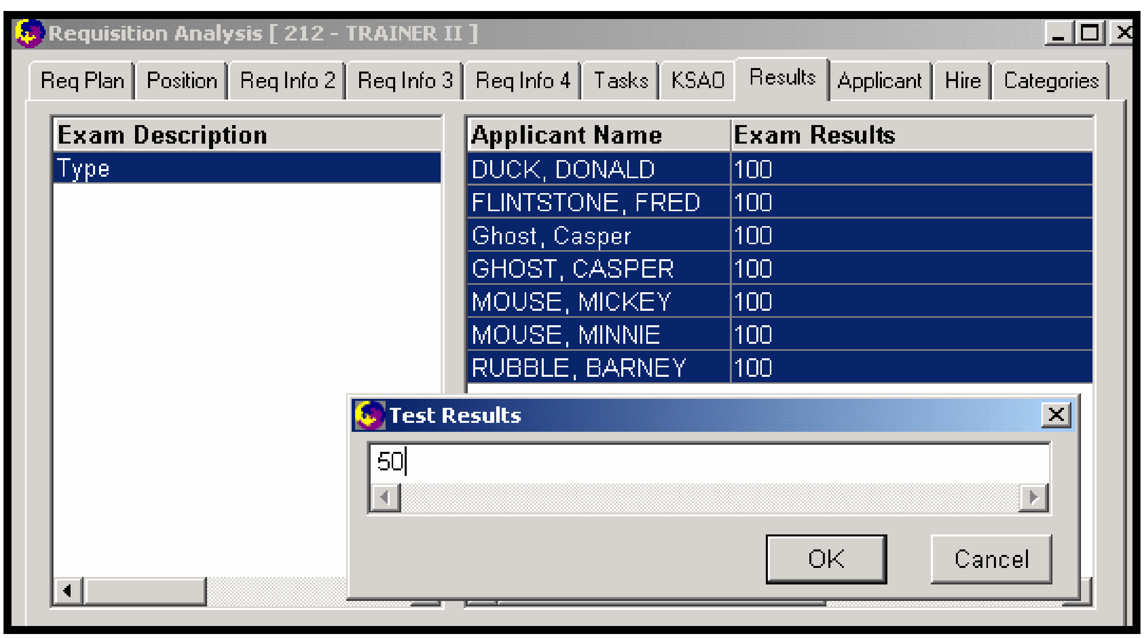


Requisition Analysis
Results

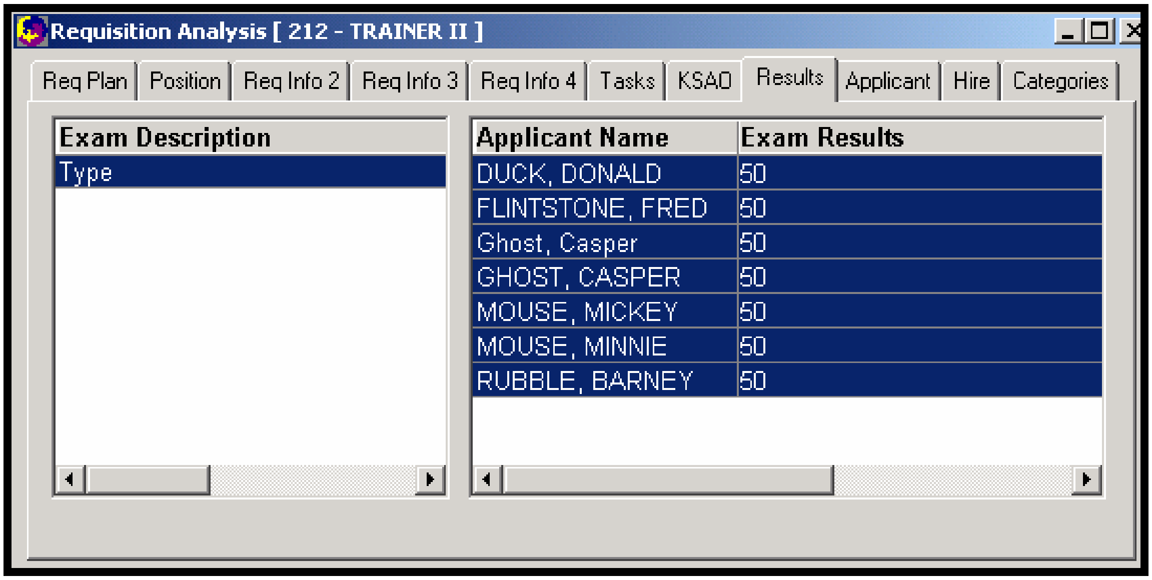
A warning appears to inform the user that existing results will be overwritten. Click Yes to continue or No to cancel.



Enter the new Exam Results and click OK.



Updated group Exam Results



How Do I Review Applicants?

Applicants apply for positions through an online application process. Once an applicant applies, their name is displayed on the applicant tab. The system automatically rates each applicant against each other based on a point system that is assigned when the KSAO tab is completed. Nine fields are displayed in the Applicant tab for banding purposes. These fields are Group, Score, Band, Rif, Vet, Name, Pref Pts, Revwd By, and Revw Date. All fields will be discussed in this section, starting with the Rif and Vet fields.

Rif – If the applicant is listed on the Reappointment Register, then a star will appear in the Rif field next to that applicant's name. For example, the screen shot below shows that Wendy Witch is a Rif.

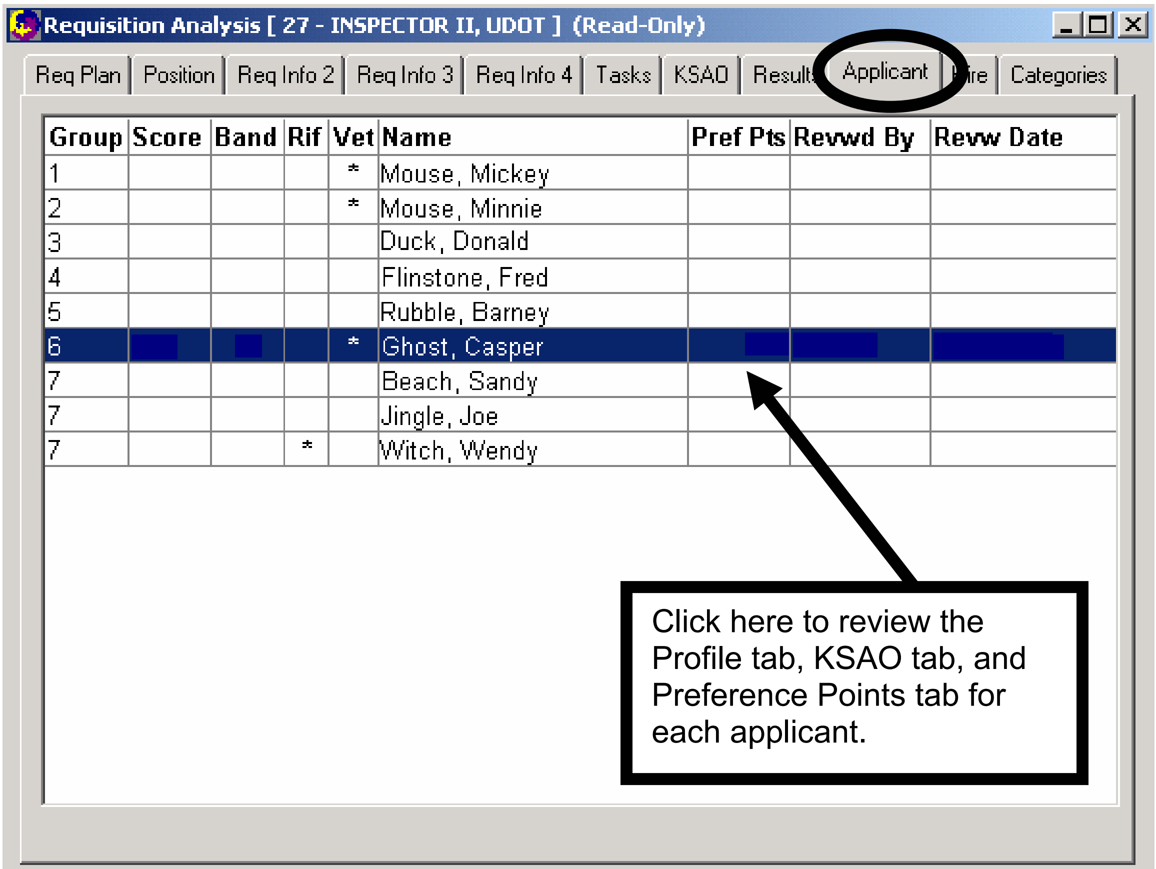
Vet – The web application indicates Veteran's Preference by asking the applicant to select from 6 choices. These choices are:

- I am not a veteran
- Veteran
- Unmarried widow/widower of a veteran
- Disabled Veteran
- Purple Heart Recipient
- Unmarried widow/widower of a disabled veteran.

If the applicant indicates they are a veteran, then a star will appear in the Vet field next to the applicant's name. For example, the screen shot on the next page shows that Mickey Mouse and Minnie Mouse are Veterans.

Reviewing Applicants

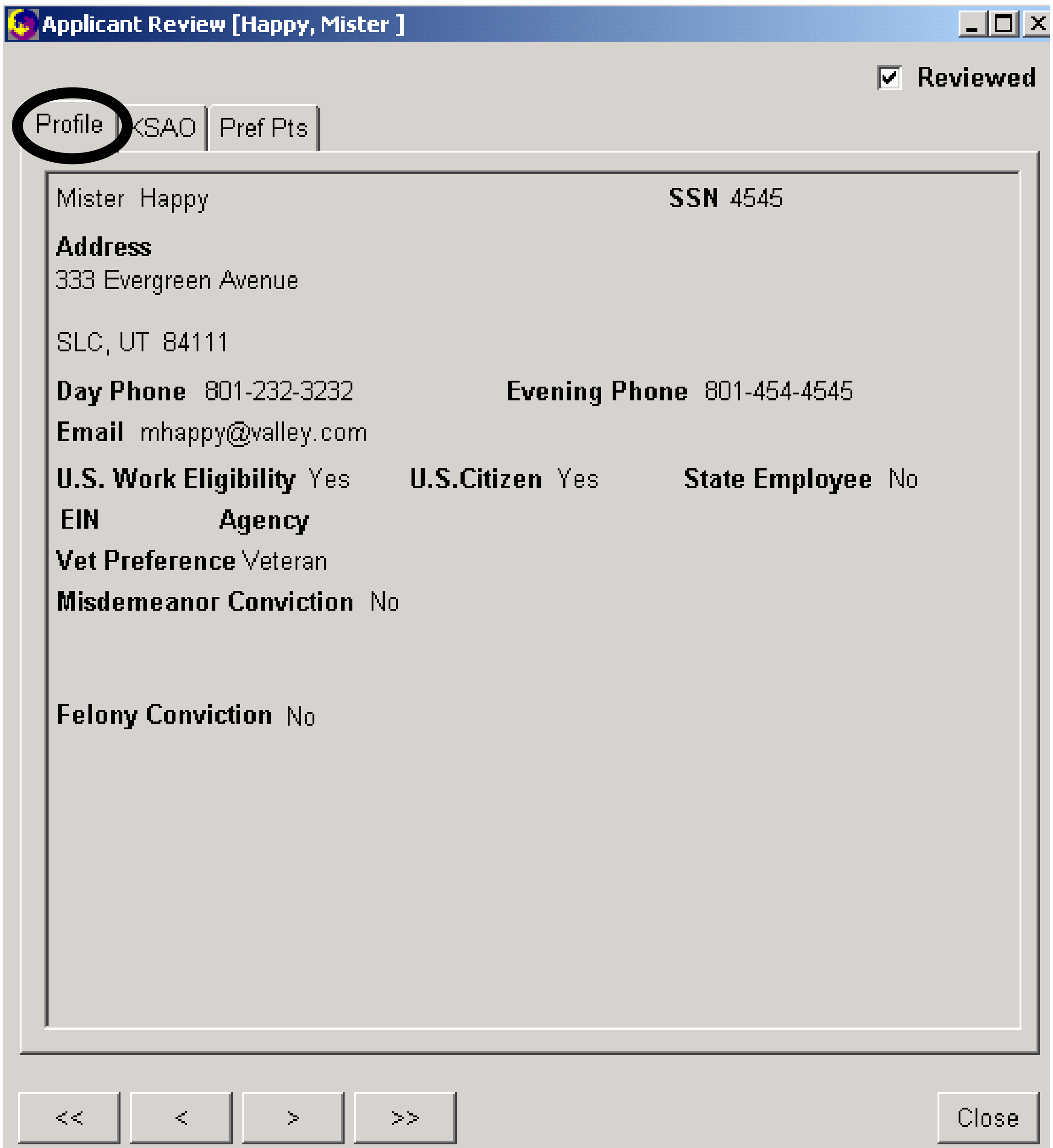
Select the Applicant tab to review the applicants. Highlight the applicant name and right-click on the name. Select Review to open the Applicant Review window where the Profile, KSAO, and Pref Pts tabs can be seen.



Requisition Analysis
Applicant

Profile

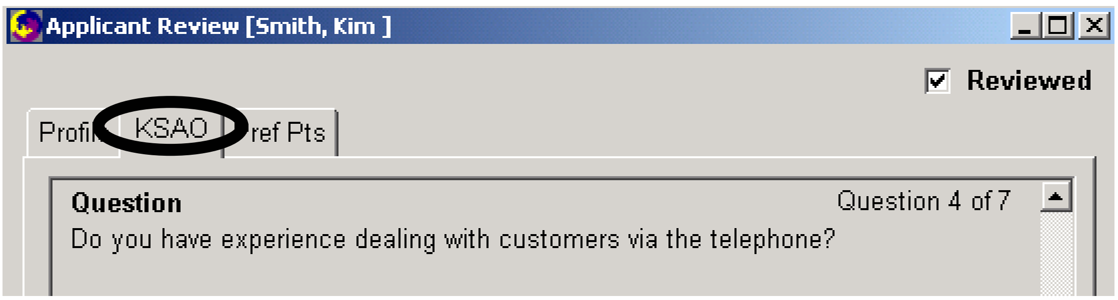
Review the Profile tab for each applicant. This tab provides personal information about the applicant such as address, phone number, e-mail address, social security number, veteran status, etc. This information is generated from the online application process and is entered online by the applicant.



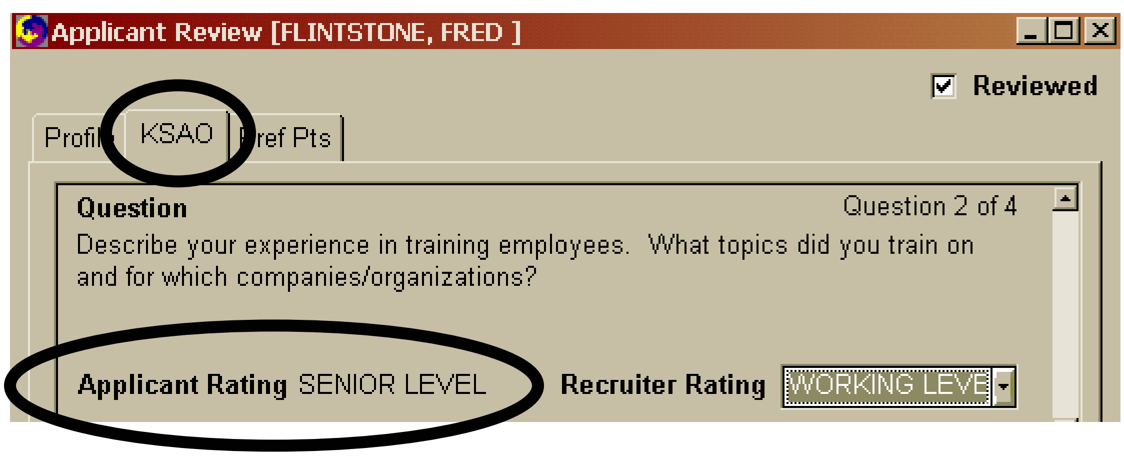
KSAO

This tab displays information from the online application process. It shows applicant's self rating, answers to questions, and supporting documentation. The recruiter is responsible for reviewing each of these responses and making a final determination regarding the ratings. Each section of this tab is explained below.

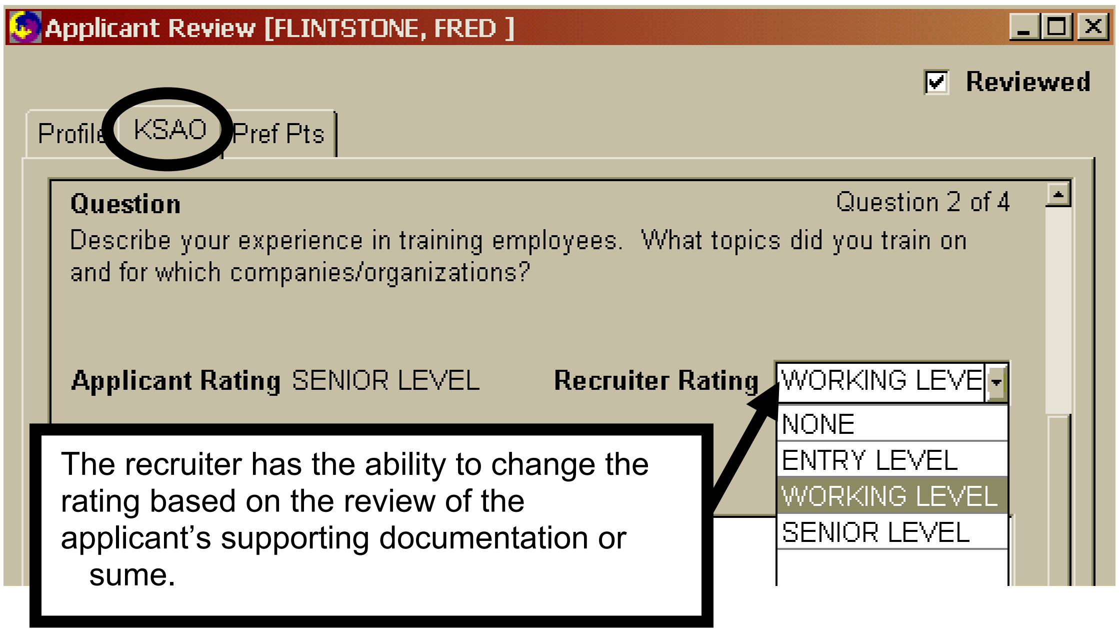
Question – This displays the recruiter's questions/statements created in the KSAO tab. If this question appeared on the online application, the applicant's self rating and supporting documentation will appear in the appropriate sections below the question.



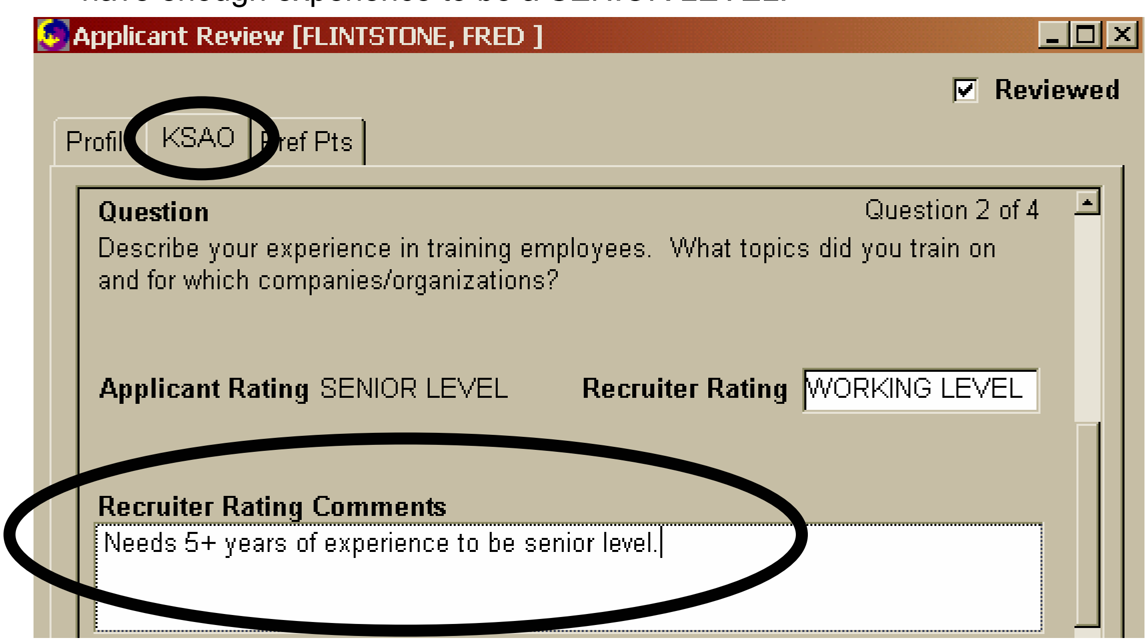
Applicant Rating – This display field shows the applicant's self-rating for the corresponding question. If the recruiter requested that applicant's provide a self-rating on the online application, the applicant's self-rating appears. If the recruiter did not request the applicant to provide a self-rating, then the Applicant Rating won't appear in the web application and the Applicant Rating will default to the first level choice. For more information about requesting applicant self-rating, please see



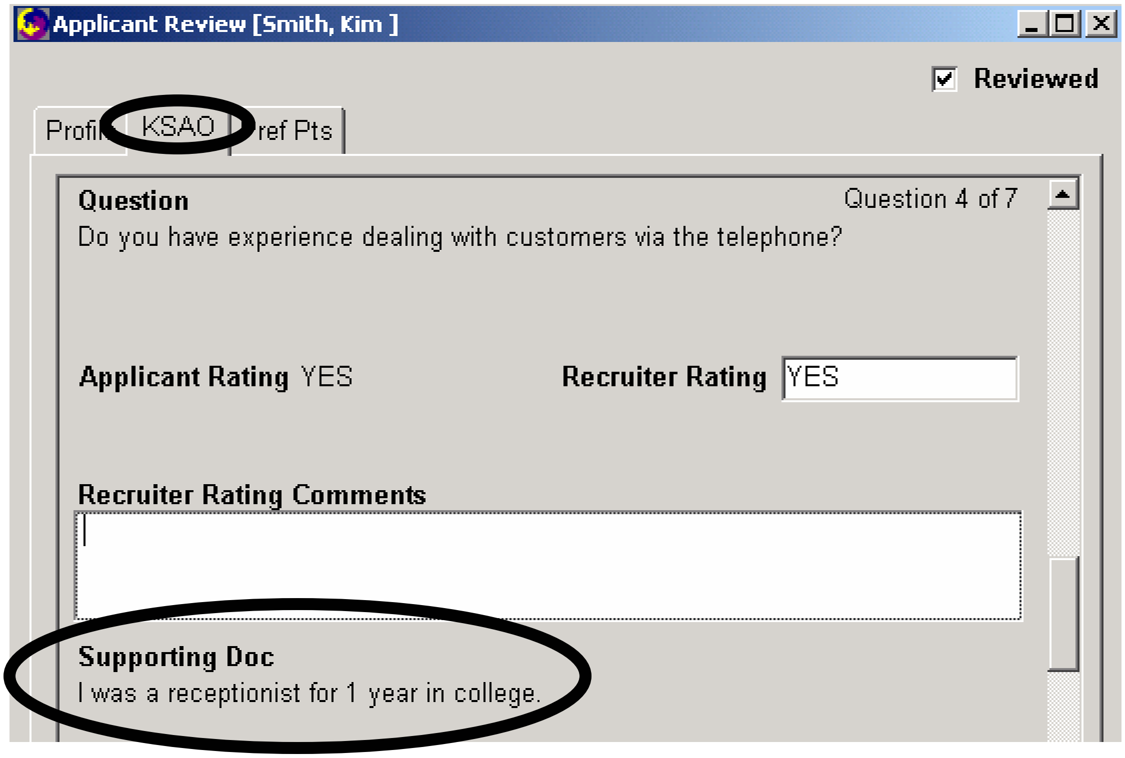
Recruiter Rating – This box allows the recruiter/reviewer to rate the applicant. The reviewer can choose between the level options available for each question. The Recruiter Rating can be different from the Applicant Rating and will affect the applicant score. Rating choices can vary from 2 or more selections. For example, one question may be a Yes and No question while another can ask an applicant to rate themselves as Entry Level, Working Level, or Senior Level.



Recruiter Rating Comments – Recruiter Rating Comments should explain why the recruiter selected a certain rating. For example, the recruiter selected WORKING LEVEL below because the applicant did not have enough experience to be a SENIOR LEVEL.

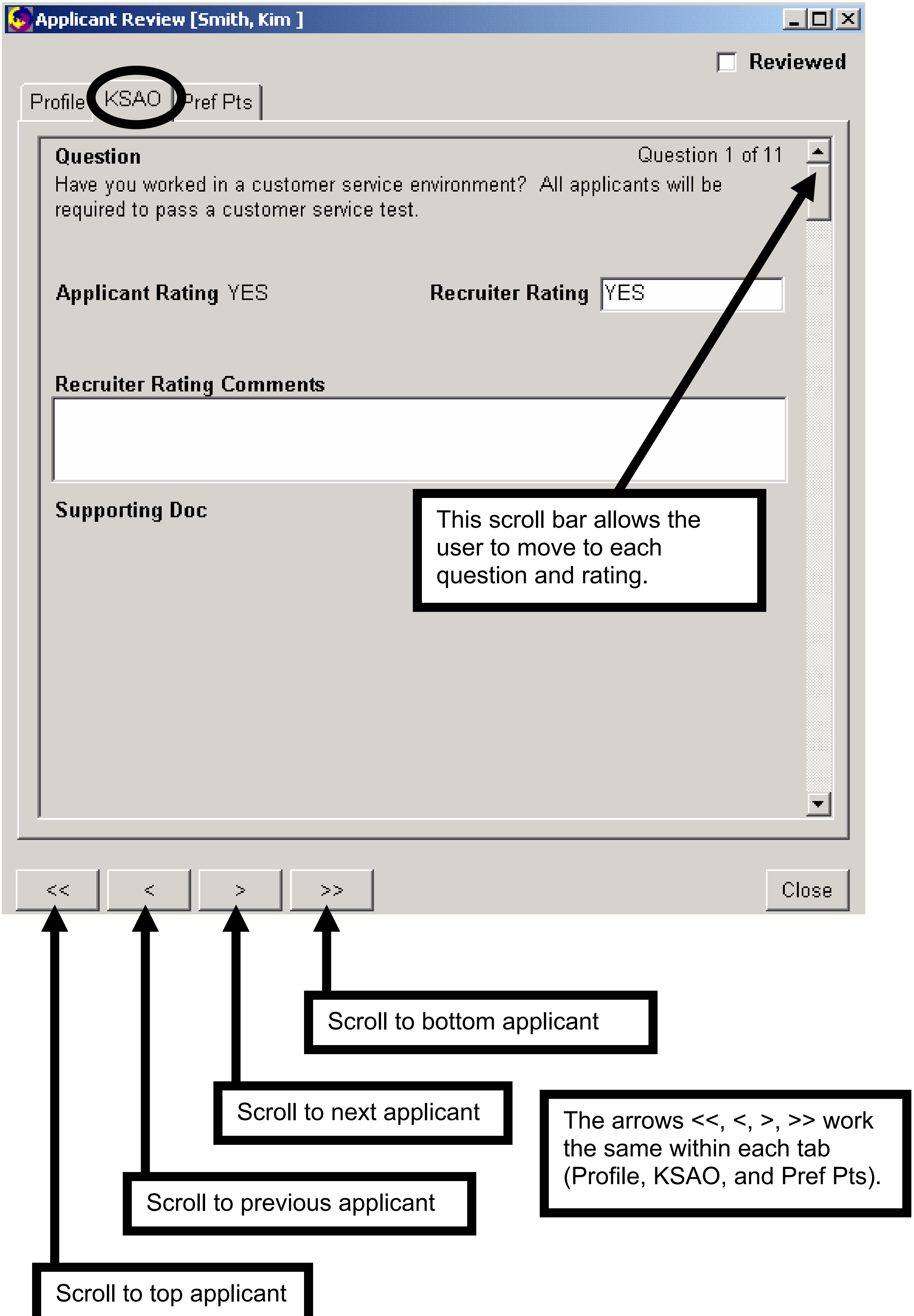


Supporting Doc – If the recruiter requested supporting documentation in the online application, the information entered by the applicant is shown in the Supporting Doc section. For example, to answer a question about customer service, the applicant may enter documentation demonstrating their customer service experience.



Viewing All Questions, Ratings, and Supporting Documentation

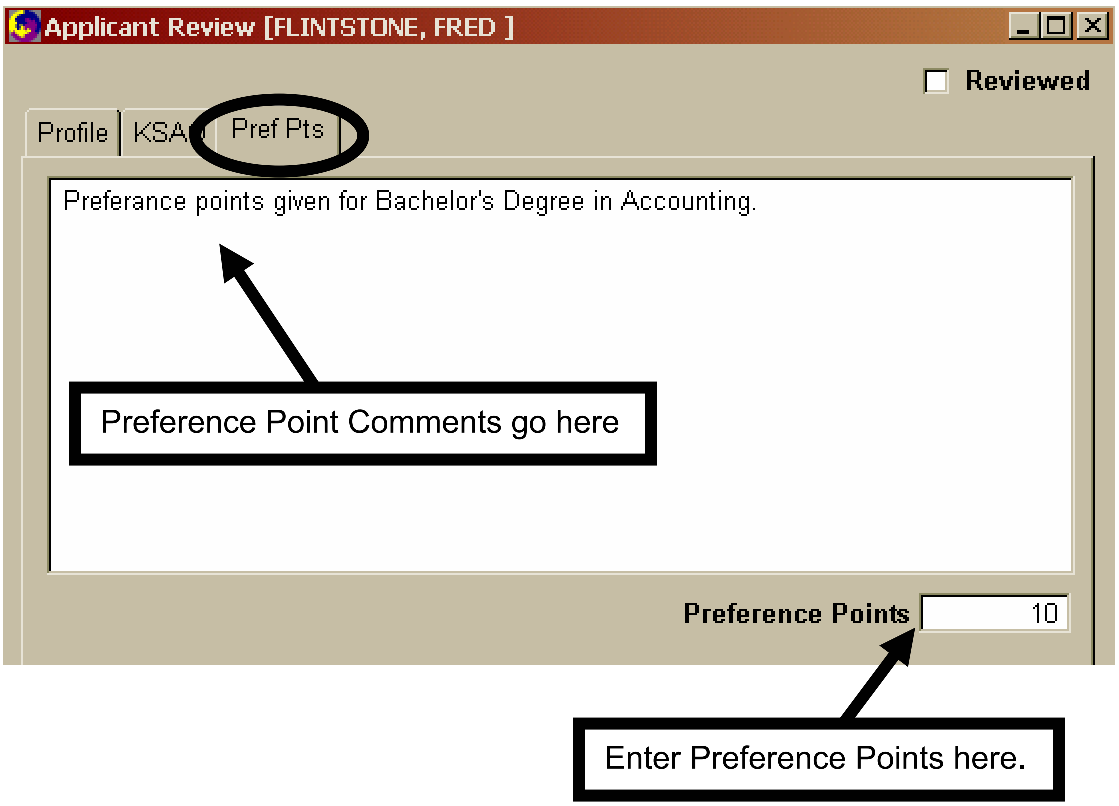
Use the scroll bar to view all the questions and answers that were submitted by the applicant. Each question will have a Recruiter Rating and Recruiter Rating Comments box. Each question may have an Applicant Rating or Supporting Doc box depending on how the KSAO Tab was filled out by the recruiter. All questions must be viewed and rated.


Applicant Review [Smith, Kim]
Reviewed
Profile
KSAO
Pref Pts
Question
Question 1 of 11
Have you worked in a customer service environment? All applicants will be required to pass a customer service test.
Applicant Rating YES
Recruiter Rating
YES
Recruiter Rating Comments
Supporting Doc
This scroll bar allows the user to move to each question and rating.
<<
<
>
>>
Close
Scroll to bottom applicant
Scroll to next applicant
The arrows <<, <, >, >> work the same within each tab (Profile, KSAO, and Pref Pts).
Scroll to previous applicant
Scroll to top applicant

Preference Points

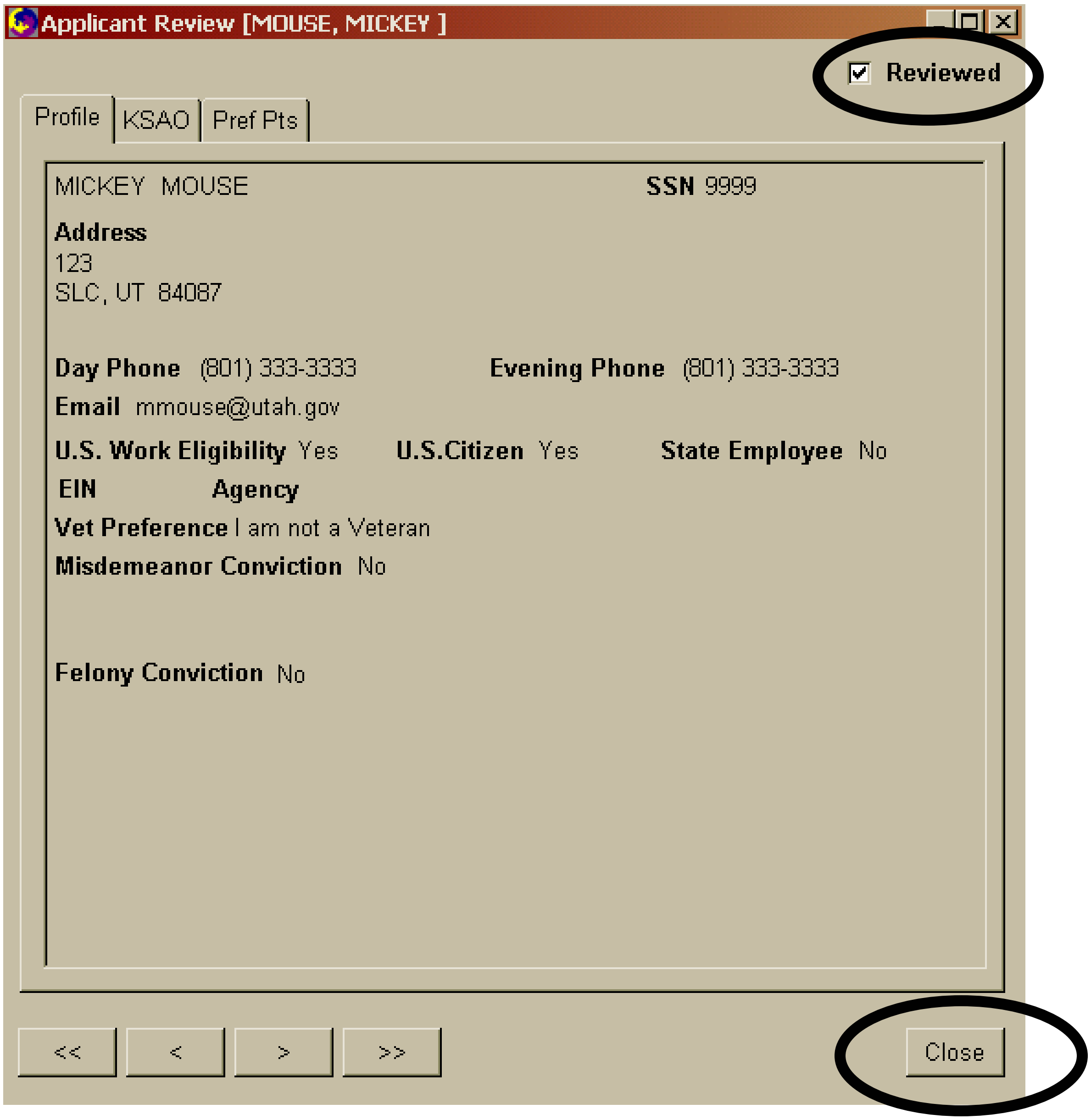
This tab is optional for the recruiter and is used to identify any position-related preferences a recruiter may give to an applicant. Perferences should be identified before posting, so a preference statement is included in the job announcement. If additional preferences are identifued after the recruitment posting has closed online, document this information in the Req Info 4 tab and in the applicants preference points tab.

Once preferences are documented, the recruiter adds preference points to the applicant by entering the appropriate number of points in the Preference Points field. All applicants who qualify for a preference must be given the same number of points. (The exception to this would be Veterans. Please see **How Do I Give Veterans Preference?**)



Reviewed

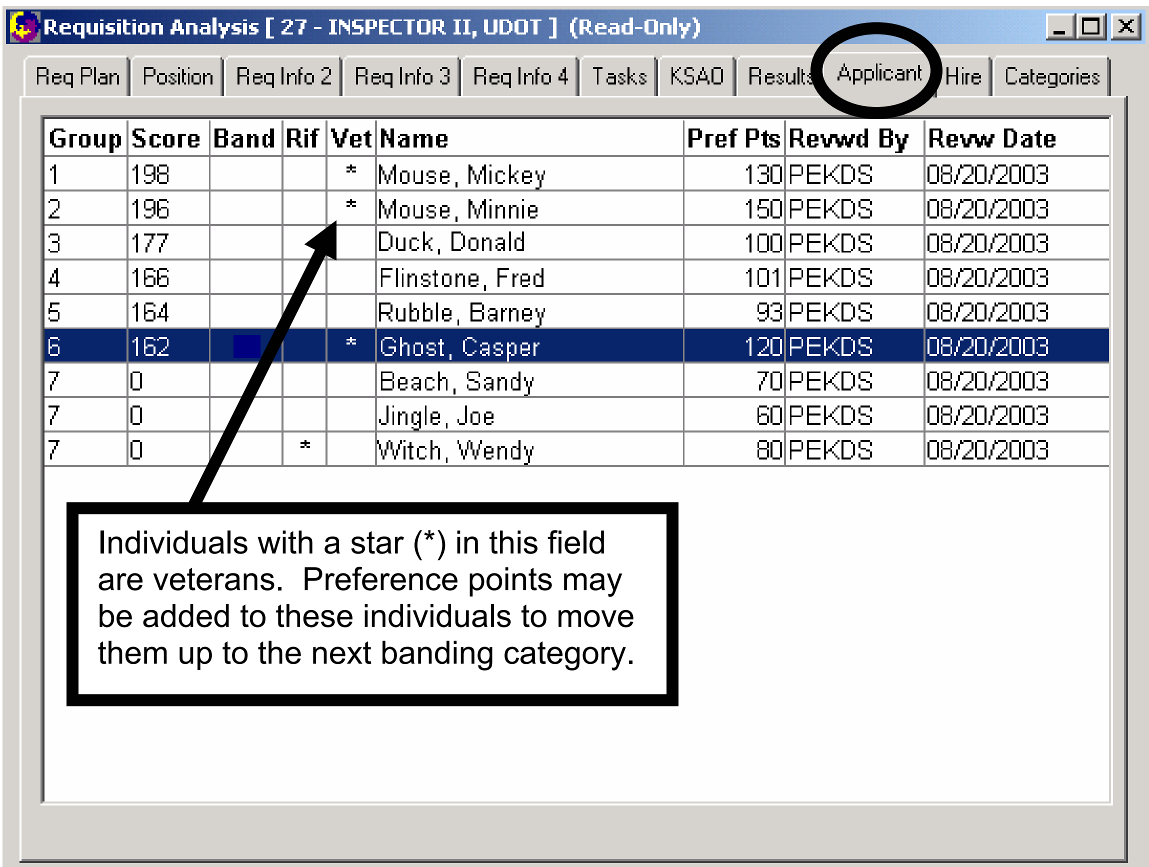
Once an applicant's Profile, KSAO, and Pref Pts have been reviewed, click on the Reviewed box. This will update the information in the Applicant tab with the applicant's score and preferance points, the date reviewed and the user ID of the recruiter who reviewed the applicant.



When finished reviewing applicants, click on Close.

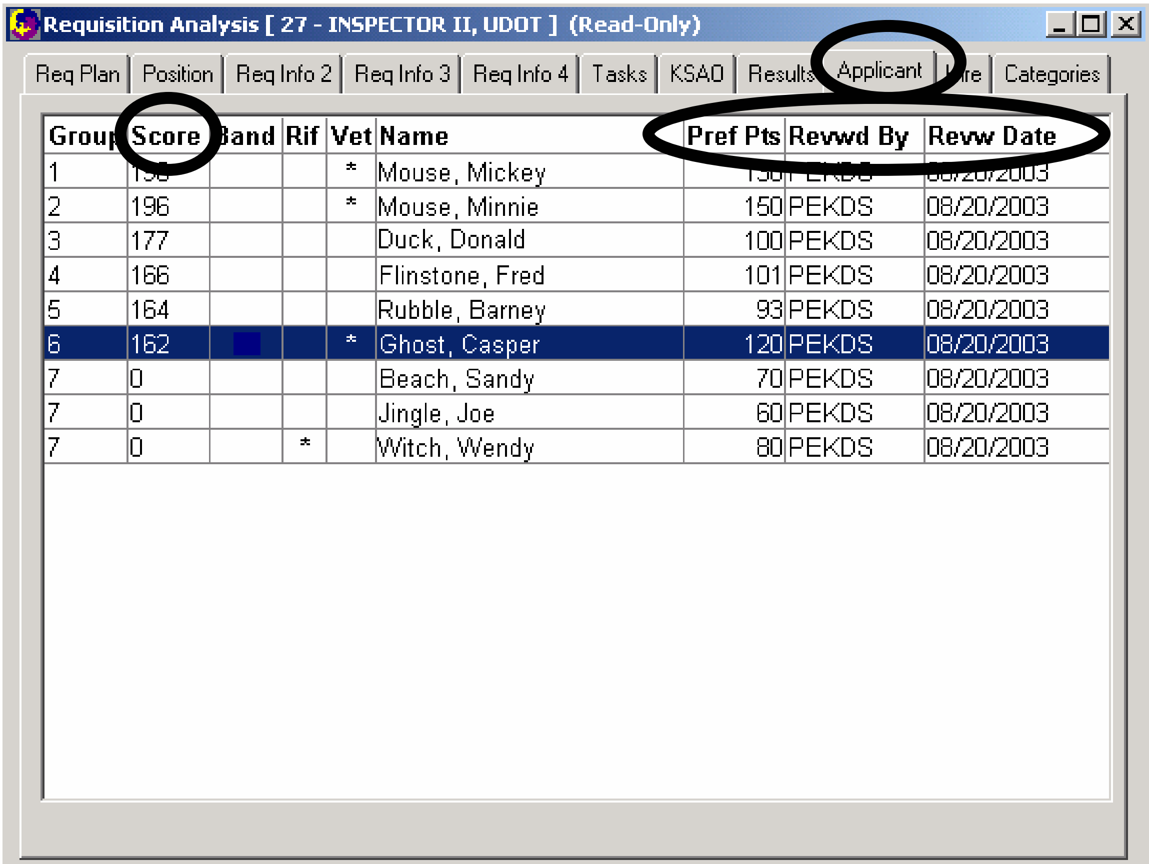
How Do I Give Veterans Preference?

When reviewing applicants, check the Vet field and the applicant profile information to determine if there are any veterans. To give veterans preference, first determine the number of points needed to move the veteran to the appropriate band. to the Preference Points tab and enter a comment and number of points in the Preference Points sections, see Business Practices. Once complete, check the reviewed box and click the Close button to return to the Applicant tab.



Group	Score	Band	Rif	Vet	Name	Pref Pts	Revwd By	Revw Date
1	198			*	Mouse, Mickey	130	PEKDS	08/20/2003
2	196			*	Mouse, Minnie	150	PEKDS	08/20/2003
3	177				Duck, Donald	100	PEKDS	08/20/2003
4	166				Flinstone, Fred	101	PEKDS	08/20/2003
5	164				Rubble, Barney	93	PEKDS	08/20/2003
6	162			*	Ghost, Casper	120	PEKDS	08/20/2003
7	0				Beach, Sandy	70	PEKDS	08/20/2003
7	0				Jingle, Joe	60	PEKDS	08/20/2003
7	0		*		Witch, Wendy	80	PEKDS	08/20/2003

Requisition Analysis
Applicant



The Score, Preference Points, Reviewed By, and Reviewed Date are now filled in for each applicant. Each field is explained below:

Score – Once the Reviewed box is checked in the Applicant Review window, the program will calculate the Score. Each time preference points are added or ratings are changed, the Score must be recalculated to reflect the changes.

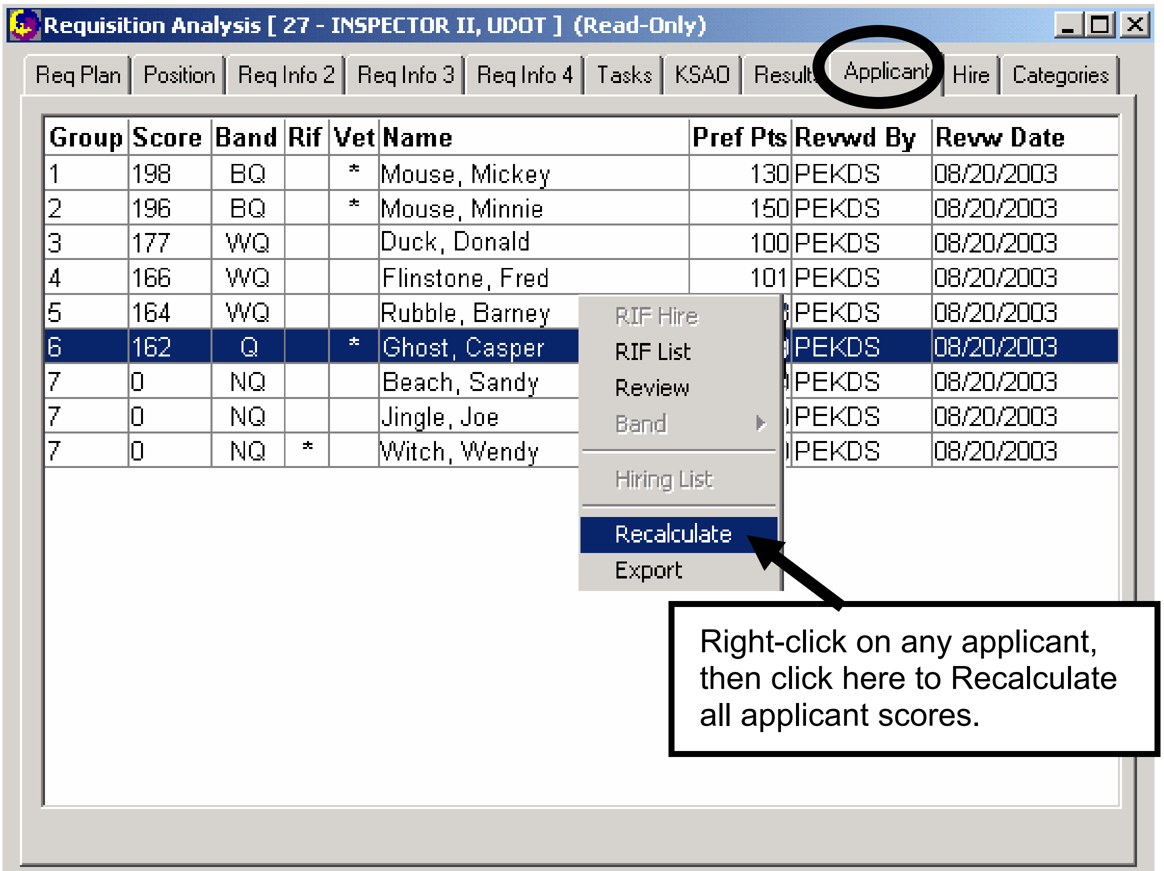
Pref Pts – If the reviewer entered Preference Points in the Applicant Review window, these points will be displayed in the Pref Pts field.

Revwd By – The initials of the recruiter populate this field once the Reviewed box is checked in each Applicant Review window.

Revw Date – The date each applicant is reviewed populate this field when the Reviewed box is checked in the Applicant Review window.

Recalculate Scores

Recalculate applicant scores by right-clicking on any applicant and selecting Recalculate. All scores will be recalculated. Now the applicants can be banded, if desired.



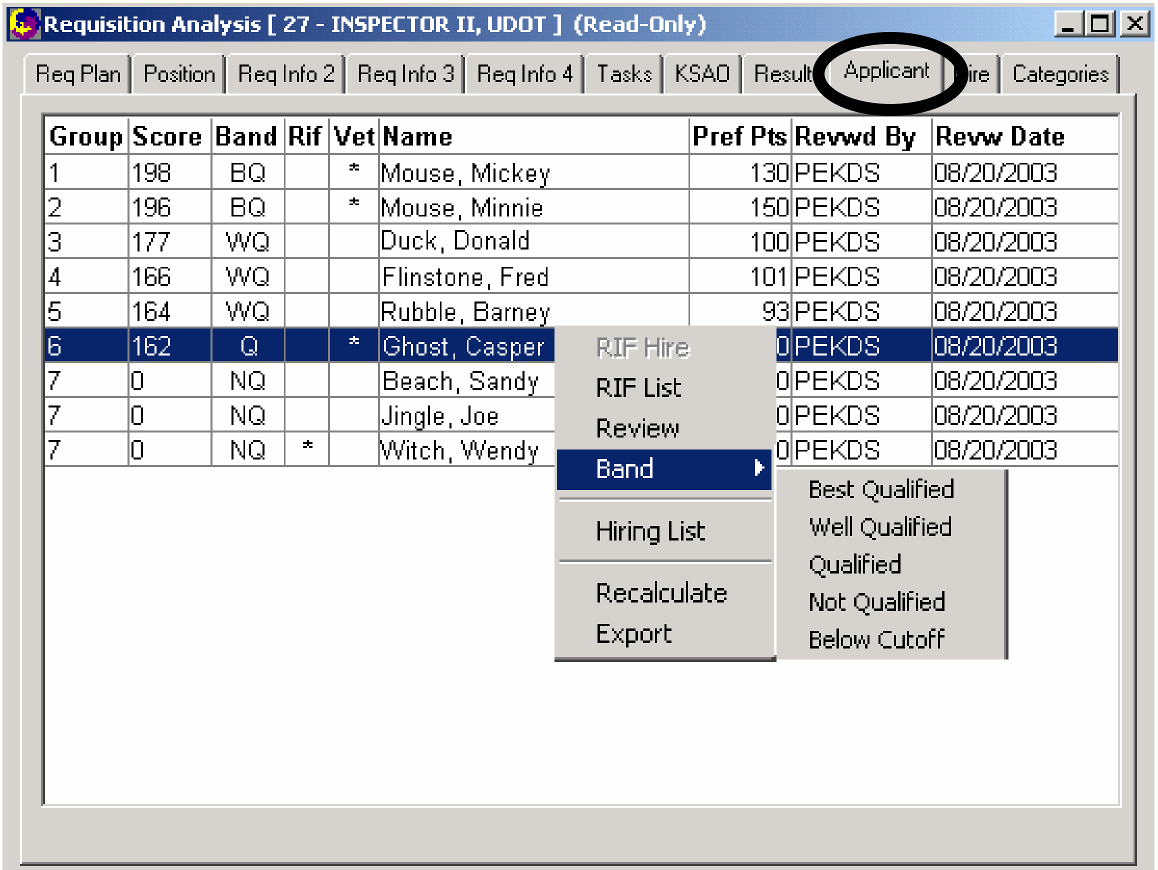
How Do I Band Applicants?

Before applicants can be banded, it is important to review their applications and determine a cuttoff point for each banding category. Once it is determined which band each applicant falls into, then applicants can be banded by right-clicking on the applicant and selecting Band, then selecting Best Qualified, Well Qualified, Qualified, Not Qualified, or Below Cuttoff. Keep in mind, however, that the system has scored each applicant and will make sure the banding is equitable and consistent.

> For example, Casper Ghost has a score of 162 and Fred Flinstone has a score of 166. You cannot rate Casper Ghost as Well Qualified and Fred Flinstone as Qualified because Fred has a higher score. Everyone with a score equal to or above Casper's must either be in the same category as Casper or higher.

Requisition Analysis
Applicant

Band – The Band field displays the results for each applicant. BQ stands for Best Qualified, WQ stands for Well Qualified, Q stands for Qualified, NQ stands for Not Qualified, and BC stands for Below Cutoff.



How Do I Create a Hiring List?

Hiring List

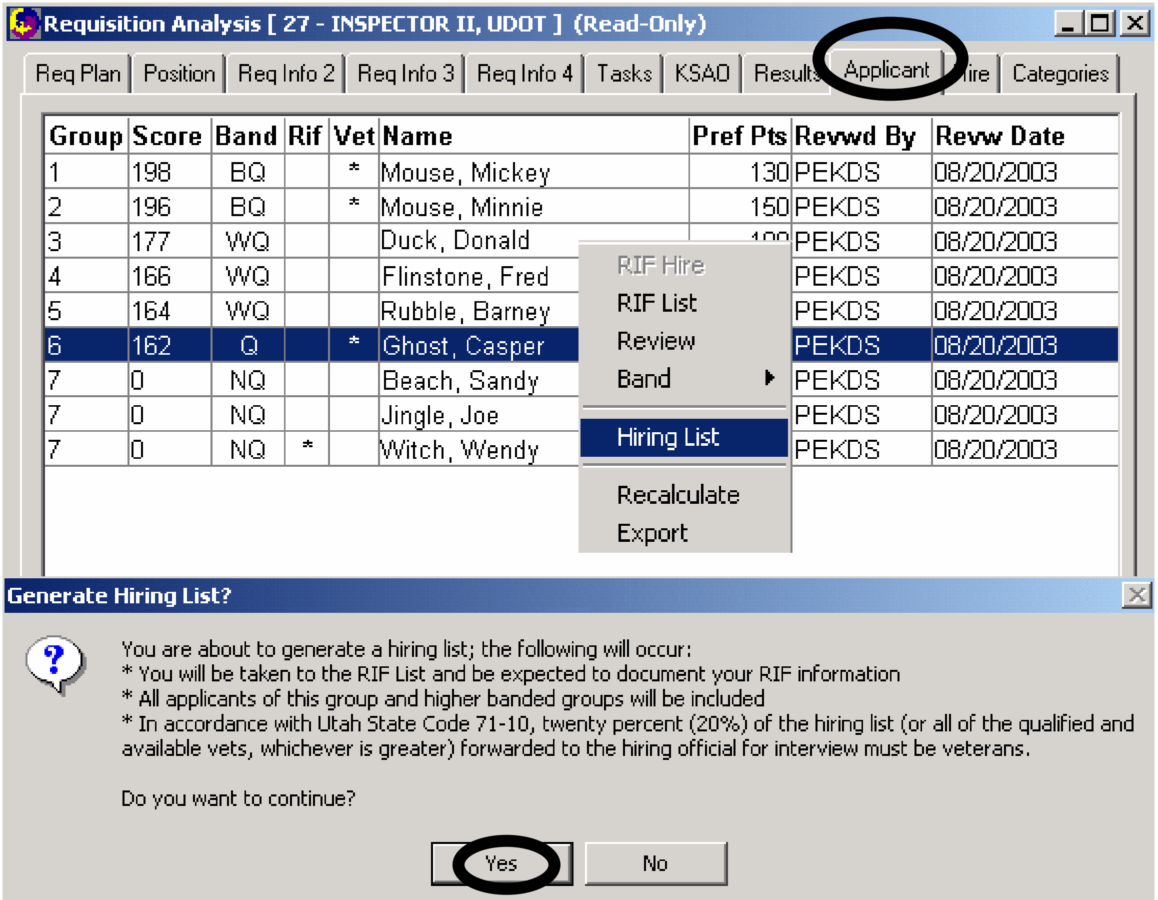
While in the Applicant tab, create a hiring list by right-clicking on an applicant and selecting Hiring List. A message will appear reminding you that:

- you must check the reappointment register before proceeding
- 20% of the interview pool must be veterans
- All applicants within the selected category and higher will be included in the hiring list.

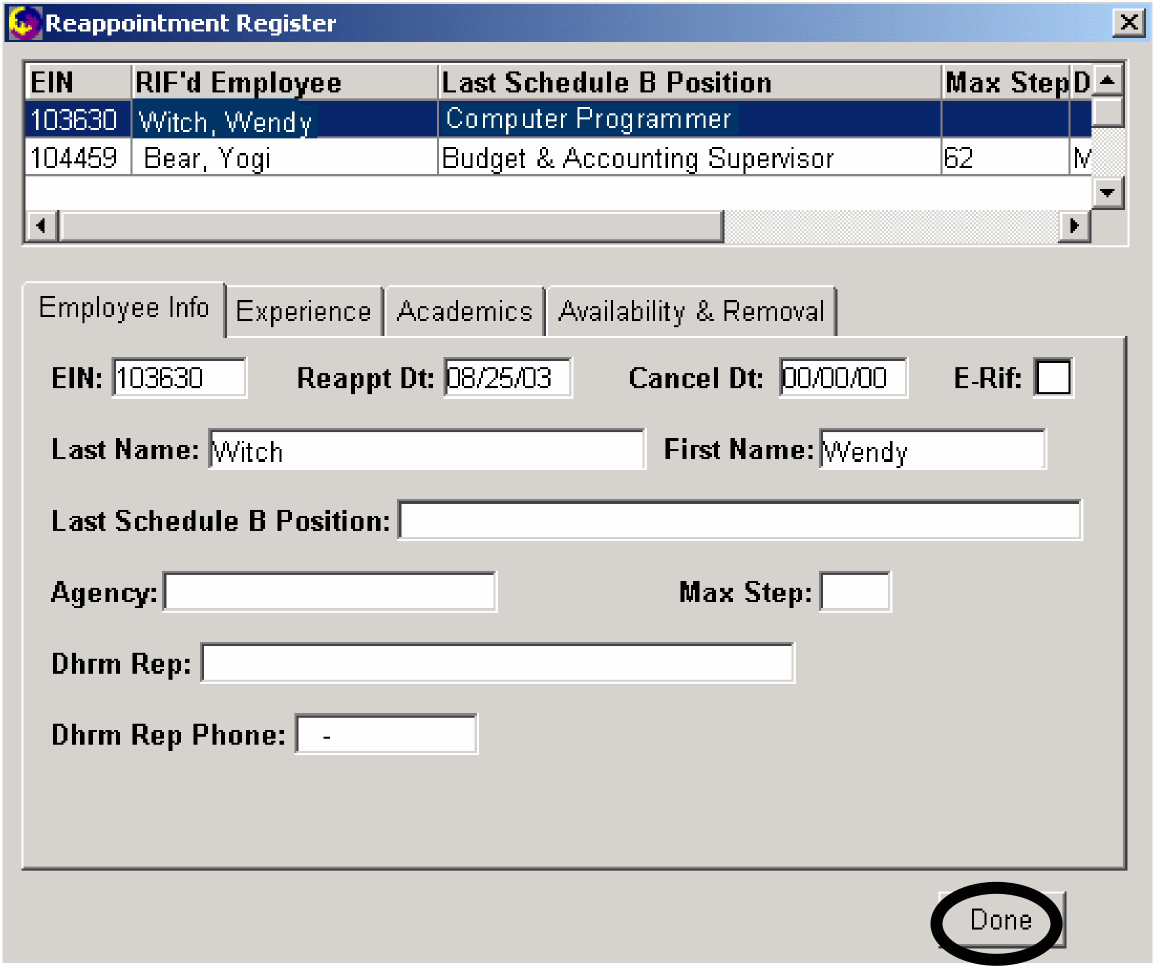
Click Yes or No. Clicking Yes will direct the user to the Reppointment Register (RIF List). Clicking No will direct the user back to the Applicant tab and a hiring list will not be generated. A hiring list will be generated only when the Reappointment Register has been reviewed for qualified RIFs and documentation has been entered. To view the hiring list candidates, go to the Hire tab. To print a hiring list, see **Reports - How Do I Print a Hiring List?**

The hiring list can include all or one band of applicants. To generate a hiring list with Best Qualified candidates, highlight and right-click on a Best Qualified candidate. To generate a hiring list with Well Qualified candidates and Best Qualified candidates, highlight and right-click on a Well Qualified candidate and all Well Qualifieds and Best Qualifieds will show up on the list. If you want all candidates to appear on the hiring list, then right-click on a candidate in the lowest category and all banding categories will show up on the hiring list. Non-Qualified applicants, however, will never show up on the hiring list. The system is unable to generate a hiring list that excludes the highest banding level and includes a lower banding level. The highest level of banding will always show up on the hiring list.

Requisition Analysis
Applicant



Review the reappointment register (RIF List). Determine if any Rif'd Employee(s) are qualified for the position. When done reviewing the register, click Done and a RIF Check Documentation window will appear.



RIF Check Documentation

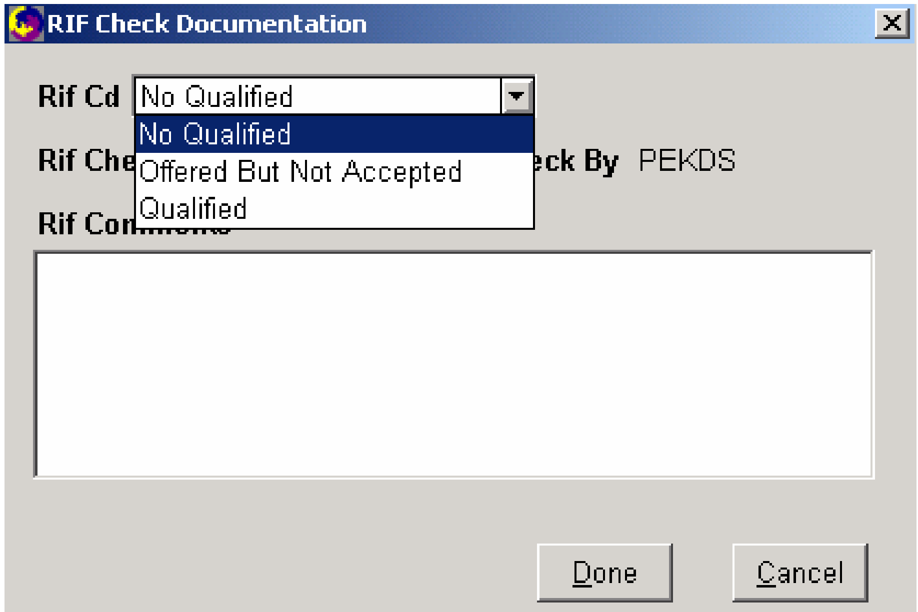
Document the following information on the RIF Check Documentation window:

Rif Cd

Document results of RIF review by selecting No Qualified, Offered But Not Accepted, or Qualified:

> **No Qualified –** RIF does not meet the minimum expectations of the position.
>
> **Offered But Not Accepted –** RIF meets the minimum qualifications of the position, an offer was extended, RIF candidate declined.
>
> **Qualified –** RIF meets the minimum qualifications and must be offered the position.

Requisition Analysis
Applicant



Rif Check Dt

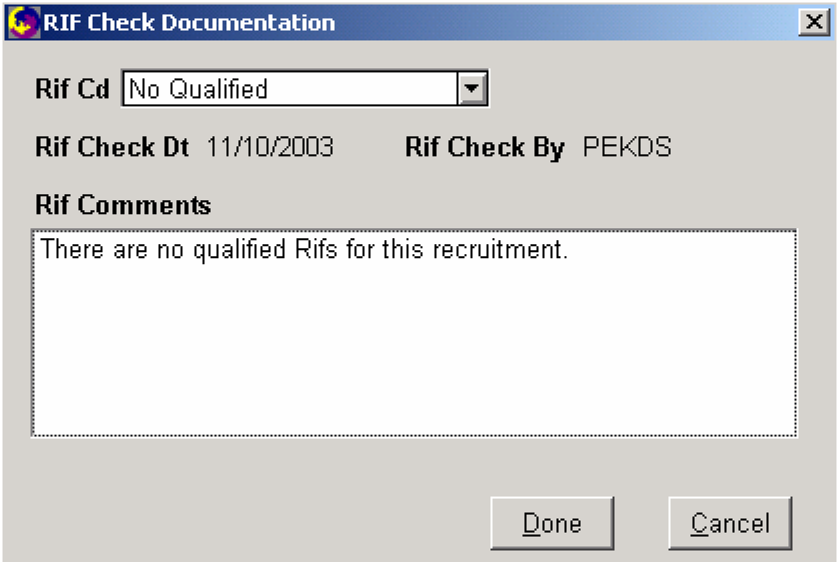
This field automatically populates once you click the Done button on the RIF List. This is the date the RIF List was reviewed last.

Rif Check By

This field automatically populates once you click the Done button on the RIF List. This is the initials of the requisition owner.

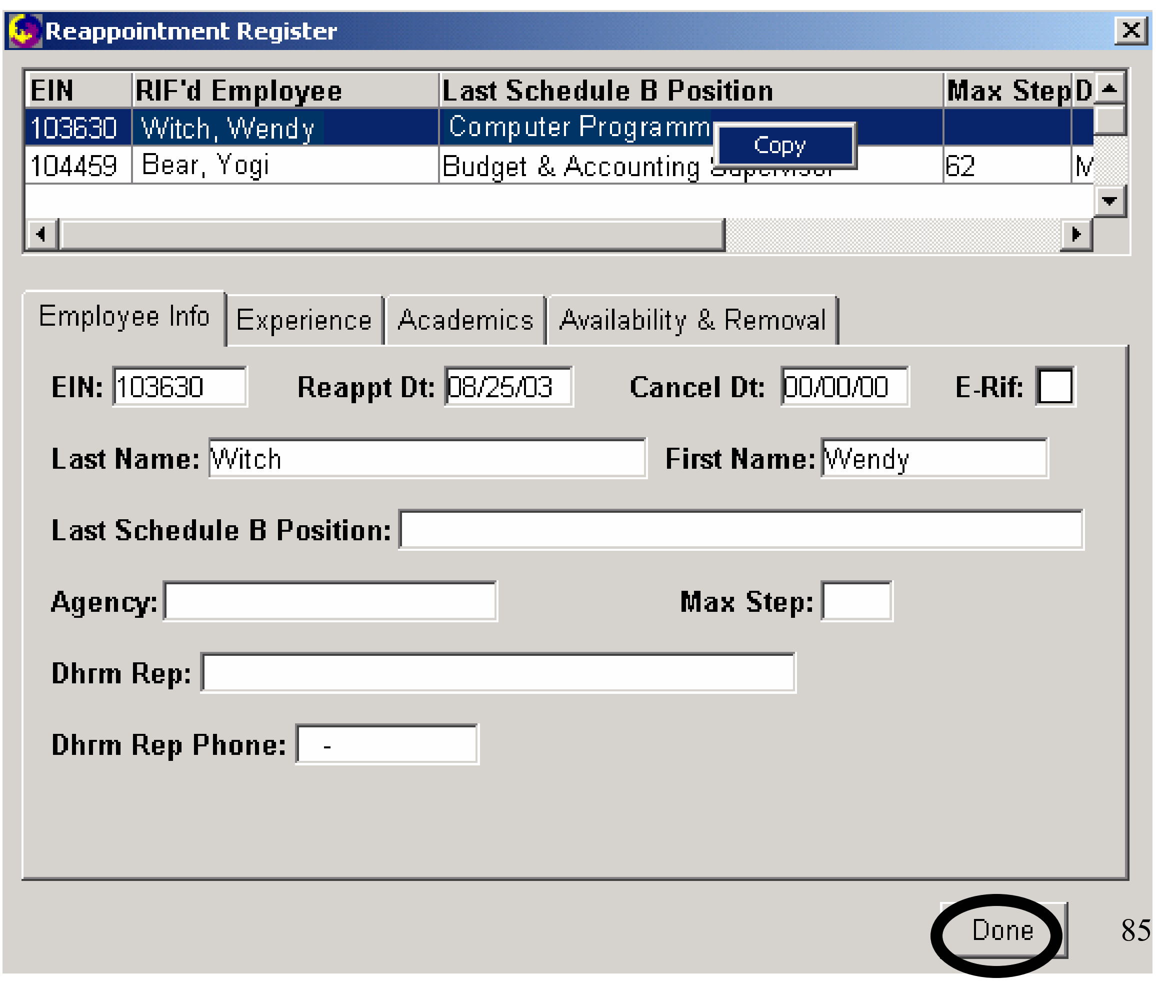
Rif Comments

Include comments in the Rif Comments box for documentation purposes. This box deals with the review of the RIF list as a whole. RIF comments should reflect the name of any RIFs contacted and their response. If a RIF is qualified, offer them the job and follow the instructions in the Qualified RIF section of the Applicant tab. If the job offer is declined, document the reason in the comments box. You will not be allowed to leave the RIF Check Documentation screen without entering a comment. If there is more than one RIF, document both Rif names in comments box and RIF results of both. Click Done.



Qualified RIF

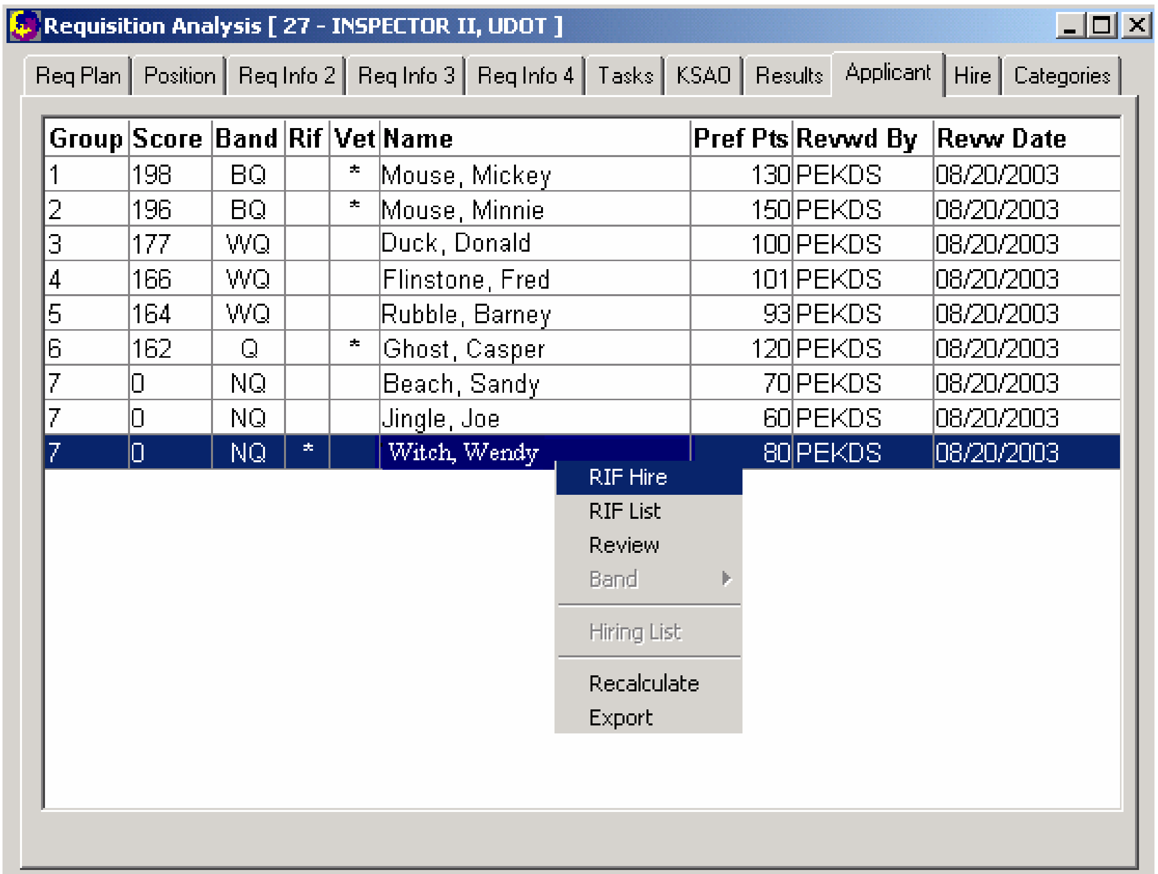
If a RIF is qualified, then copy the RIF to the requisition by going into the Reappointment Register (RIF List), selecting the RIF, right-clicking and selecting copy. Click Done and document comments. The RIF will appear on the list in the Applicant tab.



Requisition Analysis
Applicant

How Do I Hire a RIF Candidate?

In the Applicant tab, highlight the RIF, right-click and select RIF Hire (which will only be an option if the applicant is a RIF). This will generate a hiring list with the RIF as the only candidate. To view this list, go to the Hire tab or click on Reports and select Hiring List.



What Do I Do if a RIF Declines my Job Offer?

If a RIF declines an offer, is not qualified or there is more than one opening, a hiring list with the other applicants must be generated. This allows the hiring official to interview qualified applicants and make a selection.

How Do I Send Mass Letters?

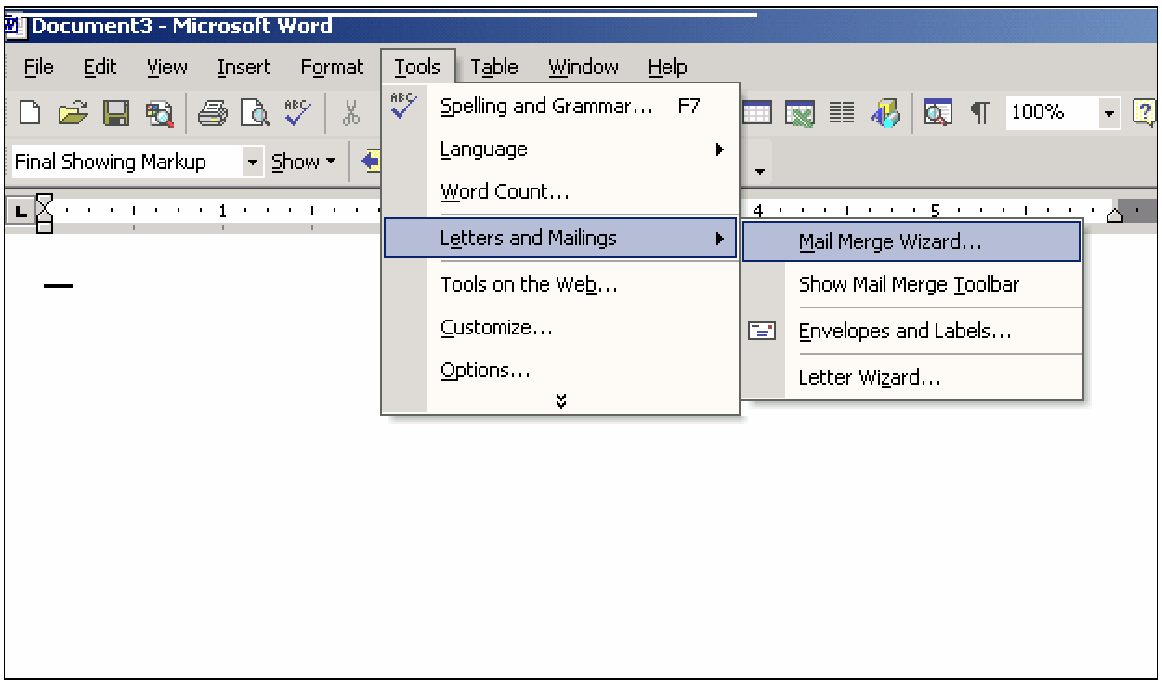
Applicant names and addresses can be exported from UJM Recruitment in order to send interview, exam, non select, or offer letters. By exporting the names into a text file, you can use MSWord Mail Merge Wizard to print individual or mass letters or label.

Exporting Applicant Names & Addresses

To send go the Applicant tab. Select any of the applicants, right-click and select export. A Save As window will appear so that you can save the names and addresses of your applicants into a text file. Select a file in your personal drive or hard drive to save the text file. Enter a file name in the File Name field and press the Save button.

Creating and Printing Letters or Labels

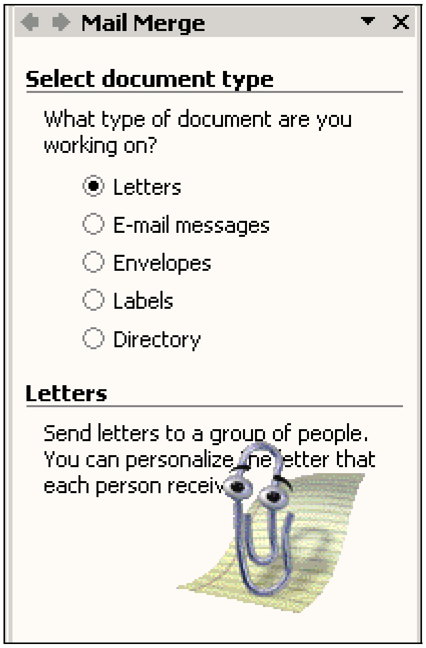
Once a text file has been created you can view your list of applicants, create a letter, merge and print your document. To begin open a new Word document, go to the Tools on the menu bar and select Letters and Mailings, Mail Merge Wizard.



A Mail Merge window will open up to the right of your document. Follow Steps 1-6 of this process. Step 1 requires you to select the document type you will be working on: letters, e-mail messages, envelopes, labels, or directory.

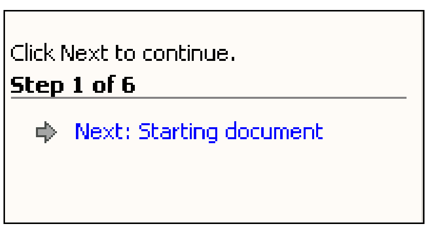
Step 1: Select document type

Requisition Analysis
Applicant

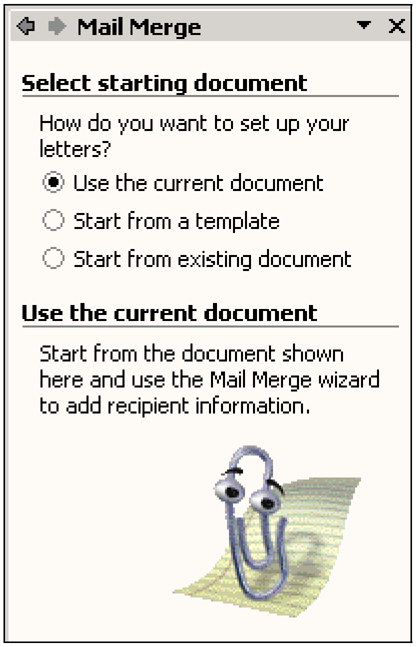


For this example we will select Letters. Once you've selected your document type, click next to proceed to Step 2: Starting document.

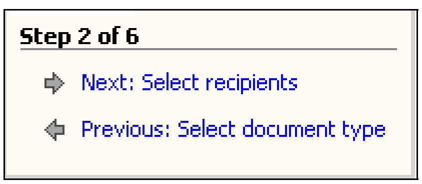
Step 2: Starting document



At the starting document window you will need to select a letter. You can select either the current document you have open, a template document, or an existing saved document.



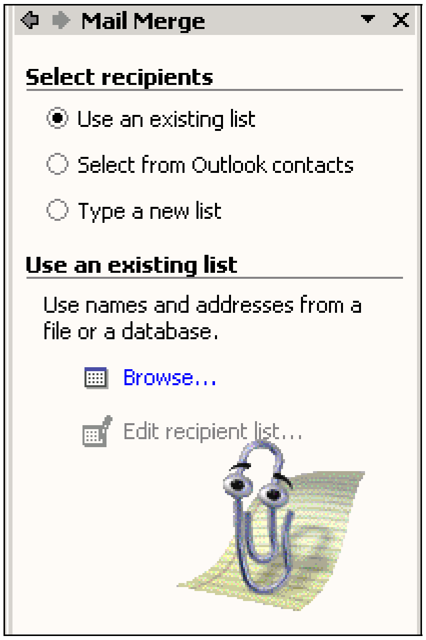
In this example, we will go ahead and select Use current document.   Then, click next to continue to Step 3: Select recipients



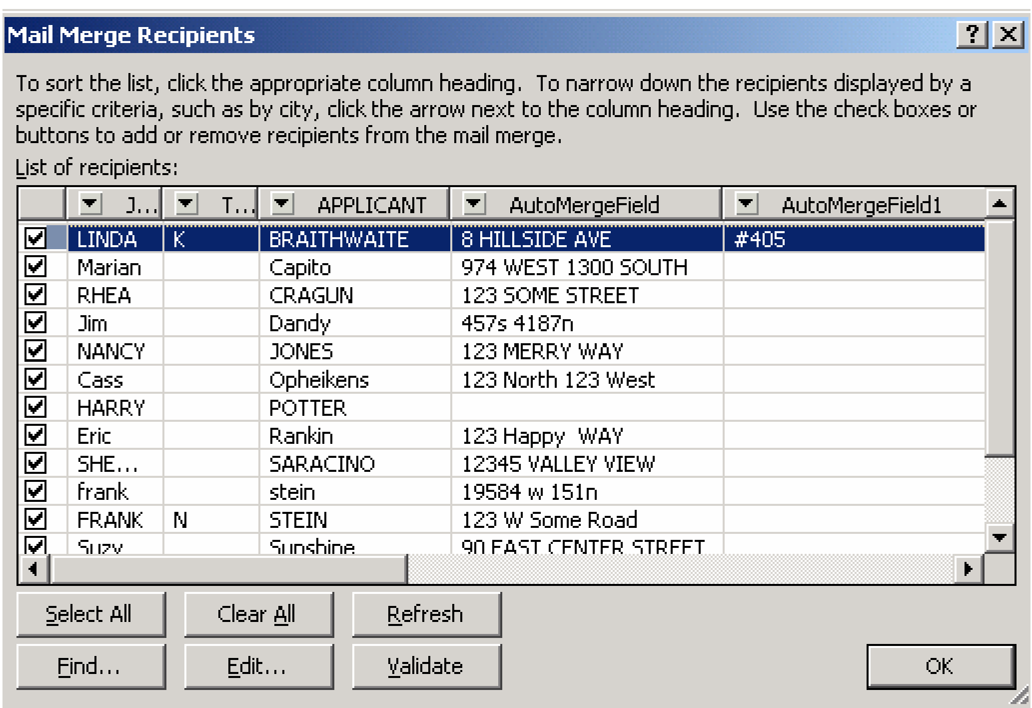
Step 3: Select recipients

At the Select Recipients window, you will select Use an existing list and then click on then click on Browse.

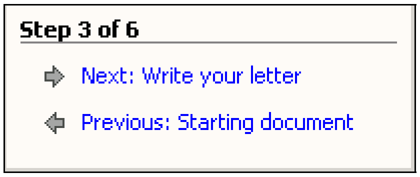
Requisition Analysis
Applicant



This will bring up a search window which will allow you to search for your saved text file. Double-click on the text file to open it. This will bring up a Mail Merge Recipients window.

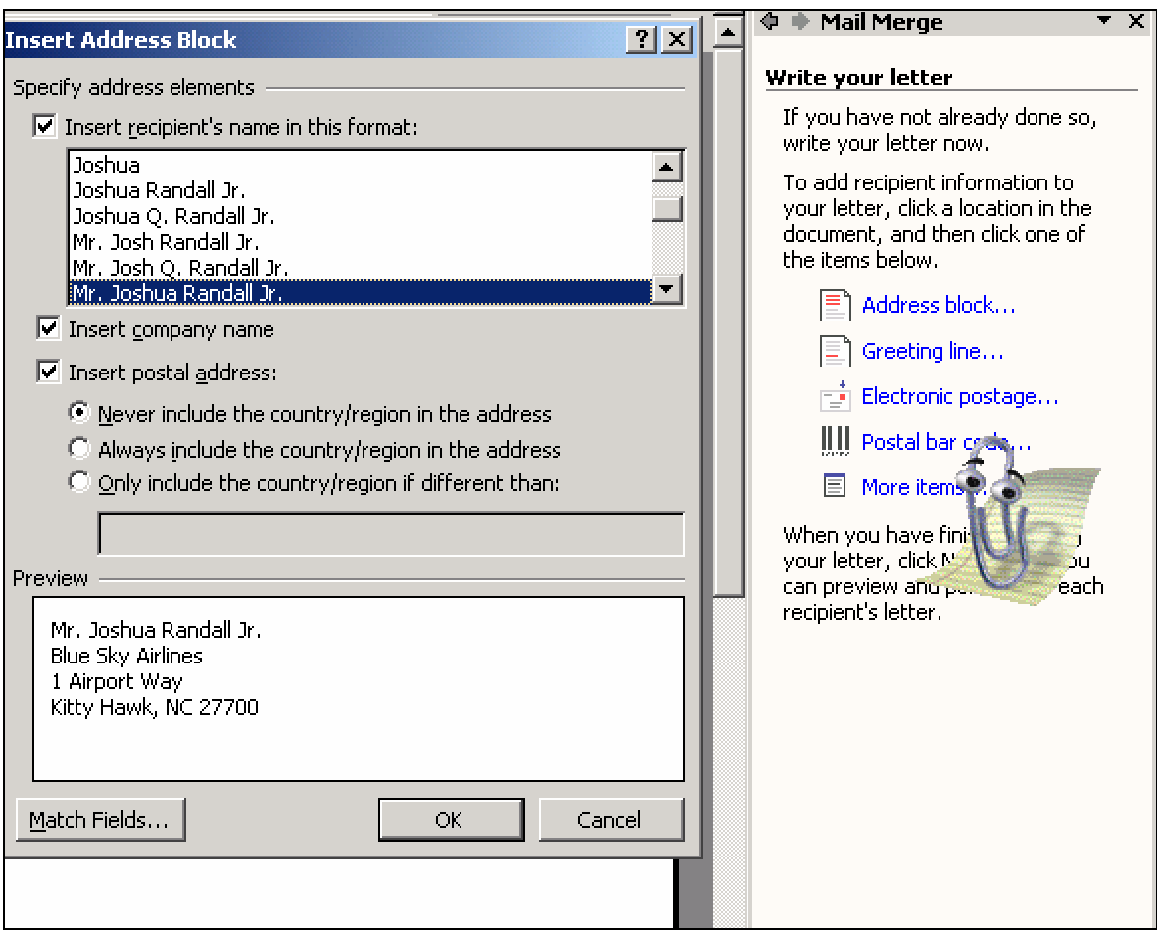


At this window you can select which applicants to send letters to using the check box at the left hand side of the window. Once you are done reviewing and sorting this list, click OK. Proceed to Step 4: Write your letter.

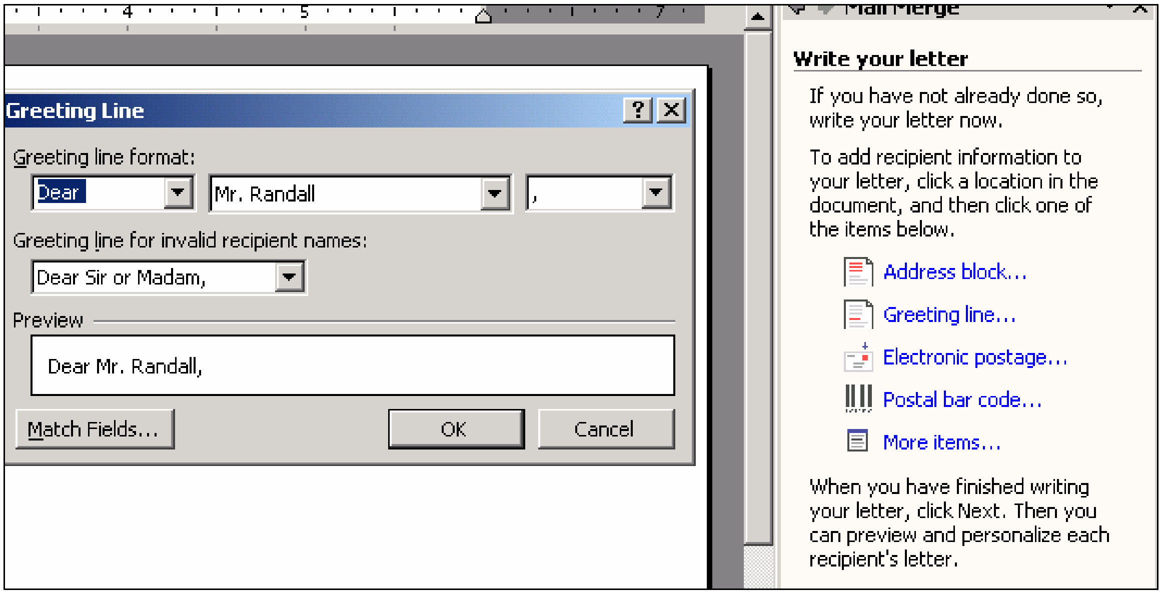


Step 4: Write your letter

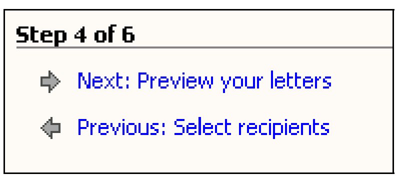
This step will allow you to create the header, greetings, body, and signature line of your document. Start by clicking on Address block which will bring up an Insert Address Block. This window allows you to preview and select a recipient name format. Select the recipient format you desire. You should de-select the Insert company name box by clicking in it to take the check off. You should leave the Insert postal address checked. In some cases, you may need to click the Match Fields box to ensure the mail merge fields match your recipient list fields.



Next, click on Greeting line to view and select a greeting for you letter.

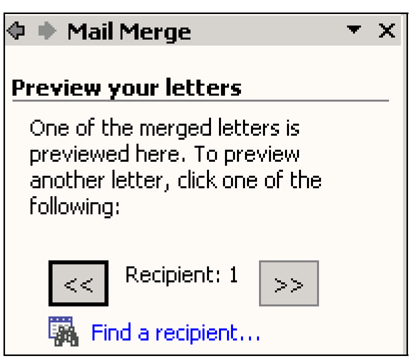


Click OK once selected. You can use the Tab button to move the greeting line to the appropriate spot in your letter. When you are finished click next to proceed to Step 5: Preview your letters

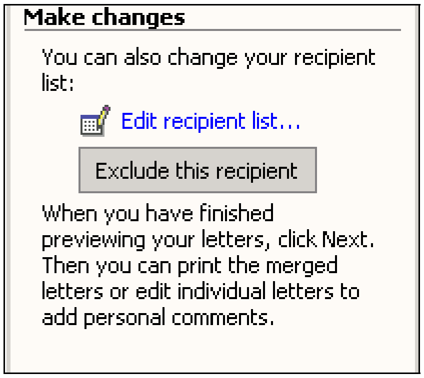


Step 5: Preview your letters

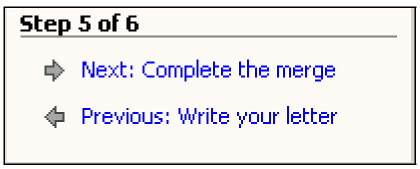
At this window you can preview each letter by clicking on the forward >> arrows and back << arrows to view each recipient's letter.



You can also choose to exclude a recipient or edit the recipient list as well at this point.

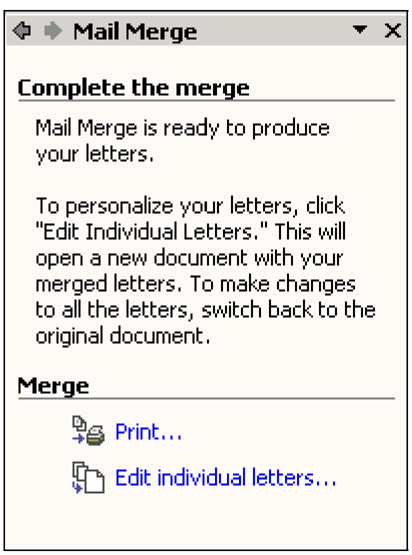


If you are finished previewing your letter click next to go to Step 6: Complete the merge.



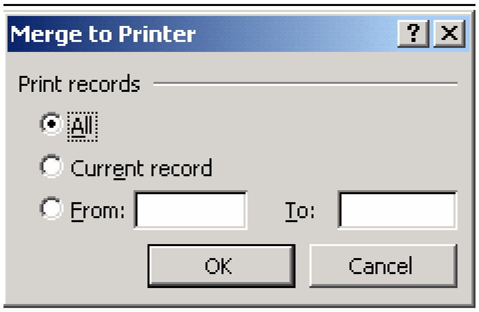
Step 6: Complete the merge

You have the choice of printing your letters or editing individual letters at this point.



Selecting Print will bring up the following window.

Requisition Analysis
Applicant



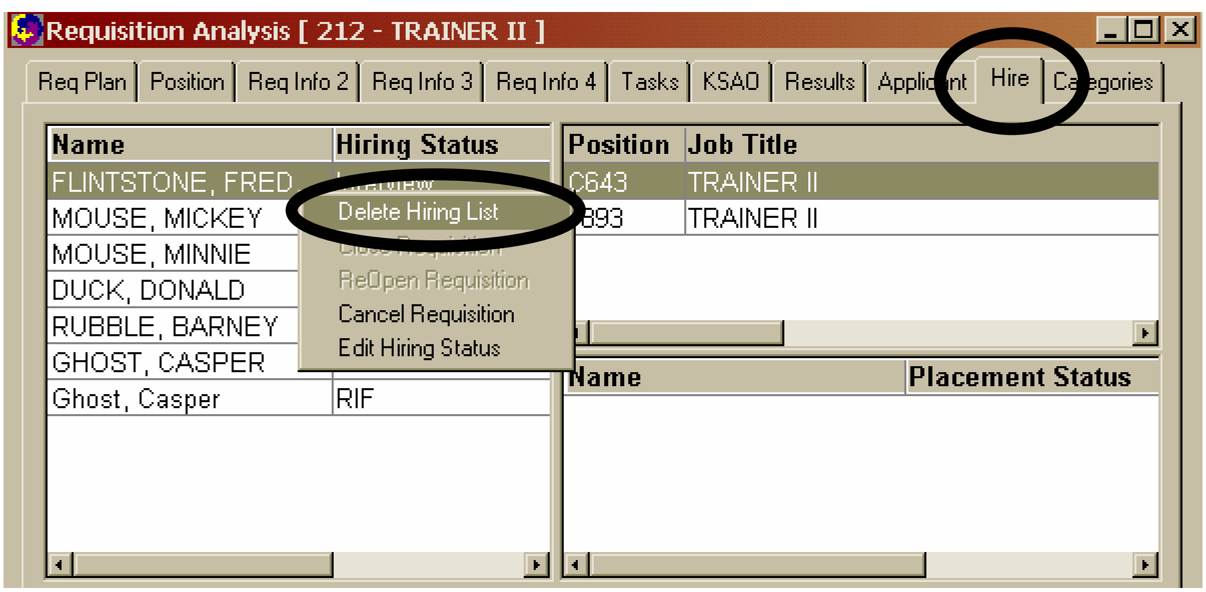
You can print all records, the current record (recipient) you have open, or certain recipients. In most case, you will select All. Then click OK. Your Print window will come up and you can click OK.

How Do I View the Hiring List?

Click on the Hire tab. The applicants' names and Hiring Statuses are listed here. To print the hiring list, see **How Do I Print a Hiring List?**.

How do I Delete a Hiring List?

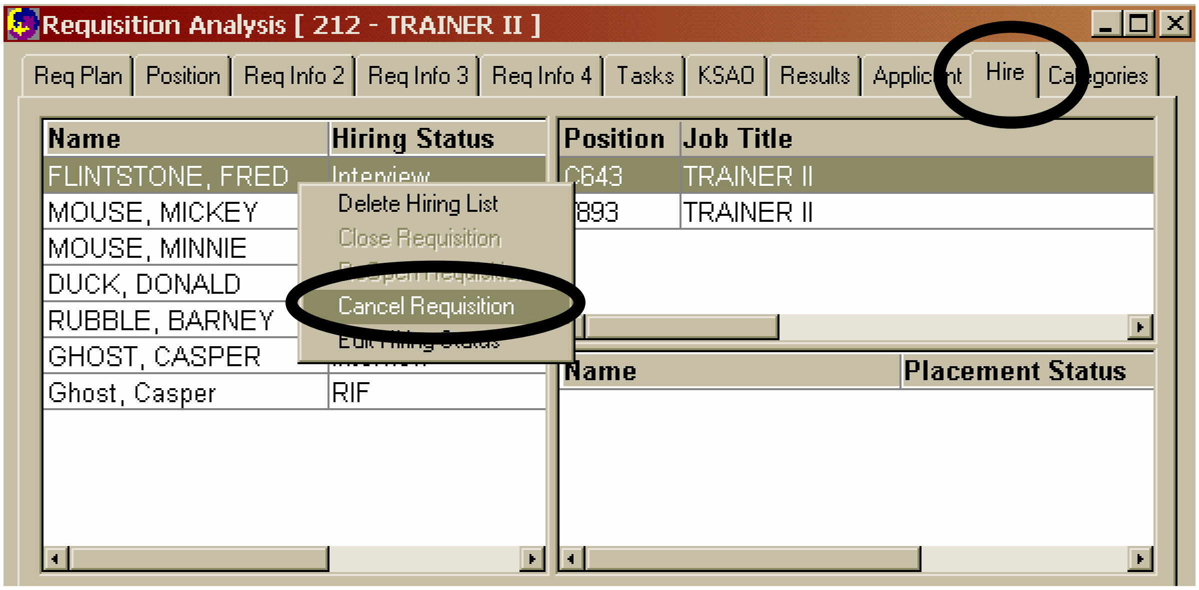
Start in the Hire tab. Right click on any applicant on the hiring list. Select Delete Hiring List. See **How do I Create a Hiring List?** to create a new hiring list.



Requisition Approval

How do I Cancel a Requisition?

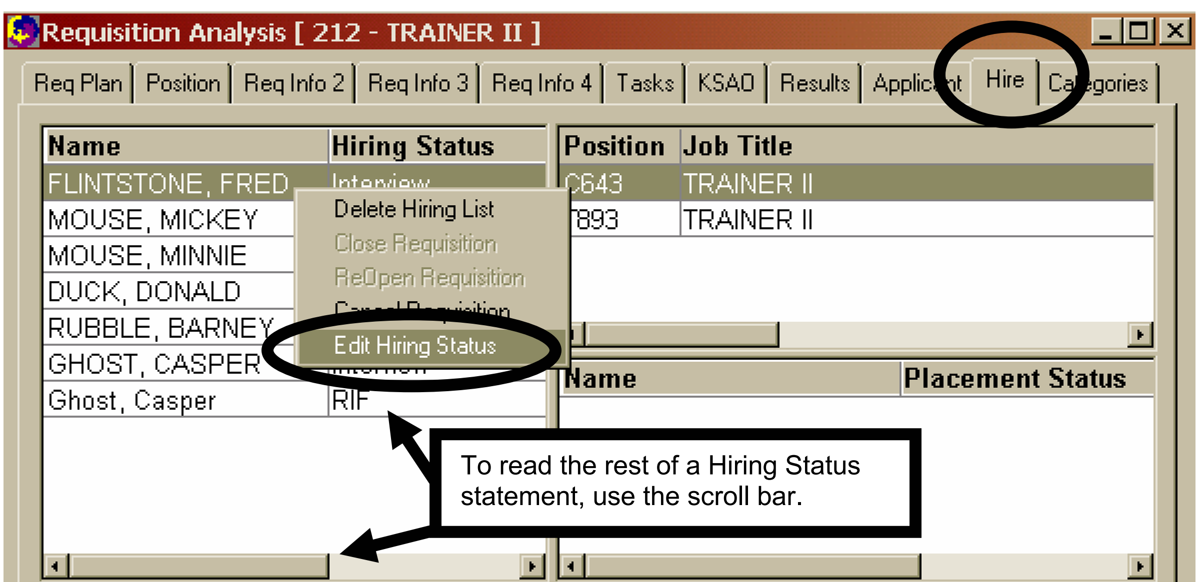
Right click anywhere in Name and Hiring Status fields. Choose Cancel Requisition. Once a requisition is cancelled, it cannot be reopened. Documentation explaining why a requisition was cancelled must be entered in Req Info 4.



How do I Document Interview Results/ Edit the Hiring Status?

<u>Documenting Interview Results</u>

Start in the Hire tab. Document interviews as they are completed by editing the hiring status of each applicant. Select the applicant's hiring status to be edited and right click. Choose Edit Hiring Status. This will bring up the Select Hiring Status window.



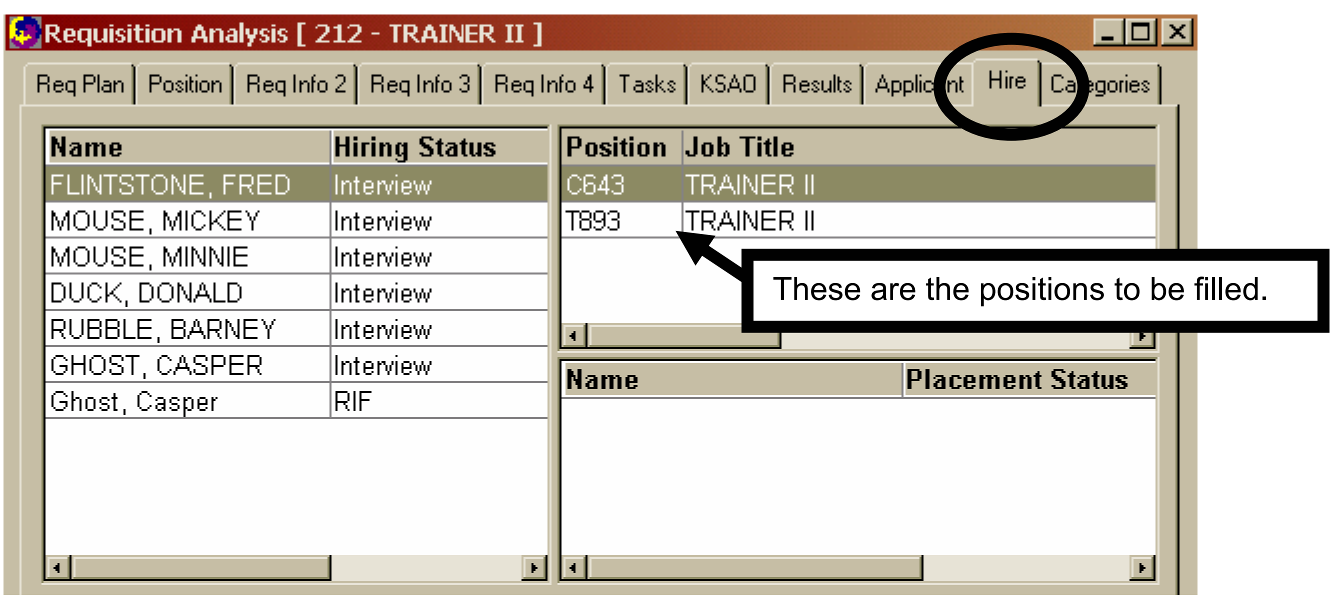
Select the desired hiring status and then click Done. This process properly documents the interview results. To further document interview results, add “Interview” as an exam in the Results tab. See **How do I Create a New Exam?**.

Editing an Applicant’s Hiring Status

If a RIF that does not have reappointment rights to a position, applies to the position, recruiters must edit the applicant’s hiring status prior to sending the hiring list to the hiring manager. Edit the Hiring Status as described in the Documenting Interview Results section above, but choose the Interview hiring status.

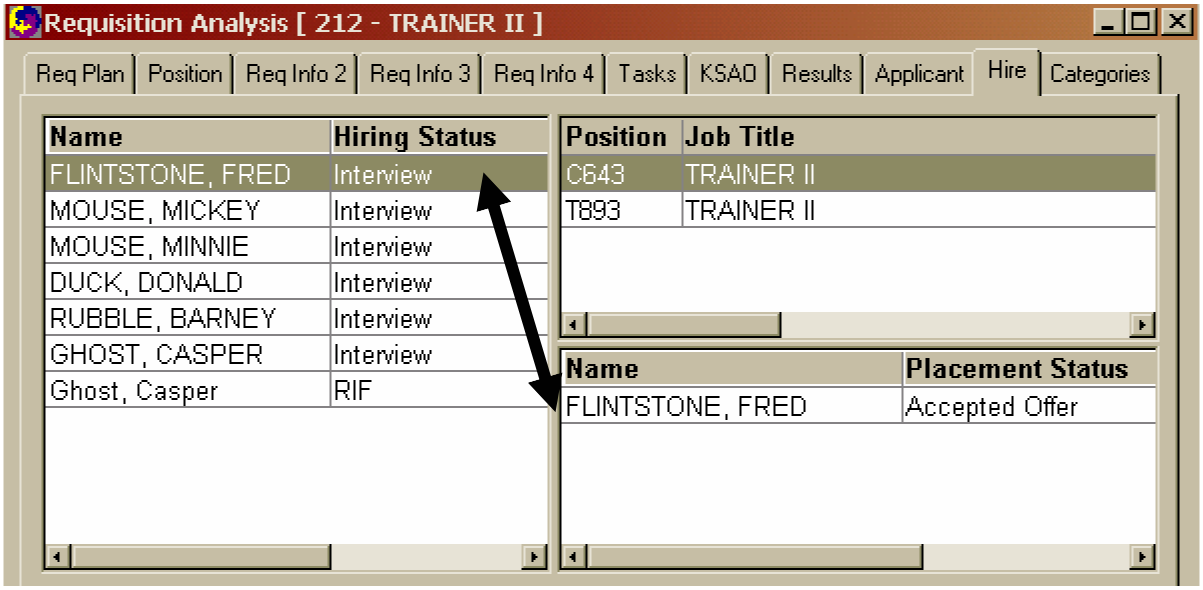
How do I Hire an Applicant?

To place the applicant selected for hire, click on the Hire tab. First, select a position to place the person in.



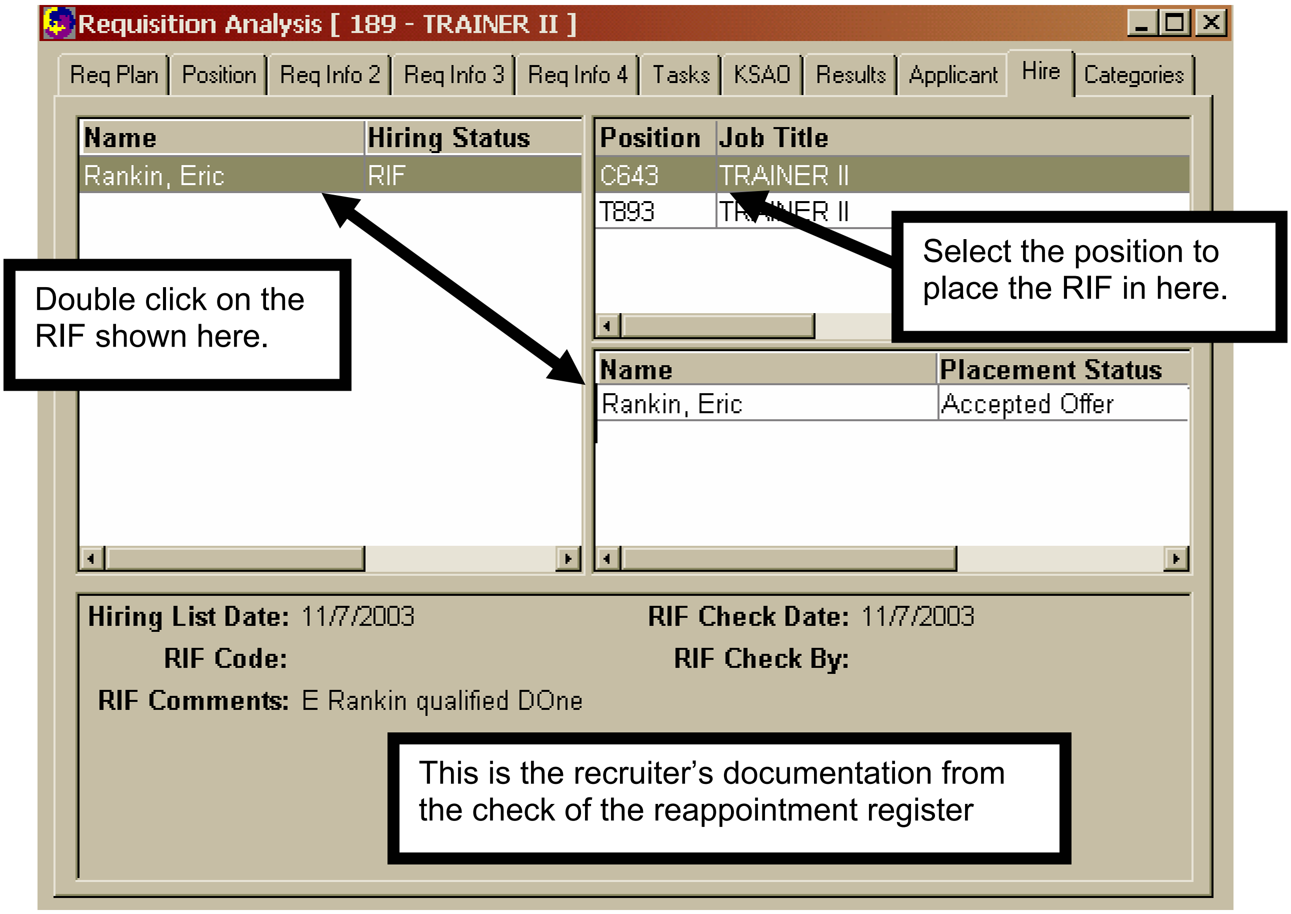
Requisition Approval

Next, select the applicant to hire. Double click on the selected applicant to move it to the placement field. Repeat this process until all positions have been selected and filled.



How do I Hire a RIF?

An applicant brought to the Hire tab through the RIF Hire option appears with a RIF Hiring Status. If there is more than one position being filled with the requisition, select the appropriate position to place the RIF in. Nest, select the RIF applicant and double click on it. The RIF's name moves to the Placement field and show an Accepted Offer Placement Status.

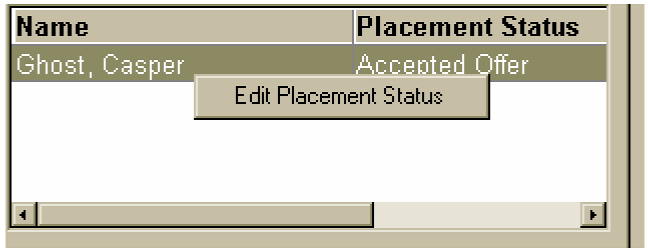


Finally, edit the Placement Status to show RIF. See **How do I Document Interview Results/Edit the Placement Status?**

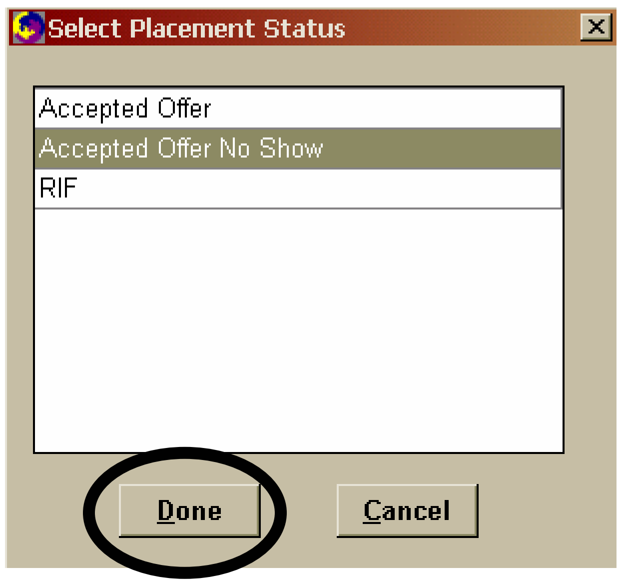
Requisition Approval

How do I Edit the Placement Status?

In the Hire tab, select the Placement status to be edited and right click. Select Edit Placement Status. This will bring up the Select Placement Status Window. Click on Edit Placement Status.

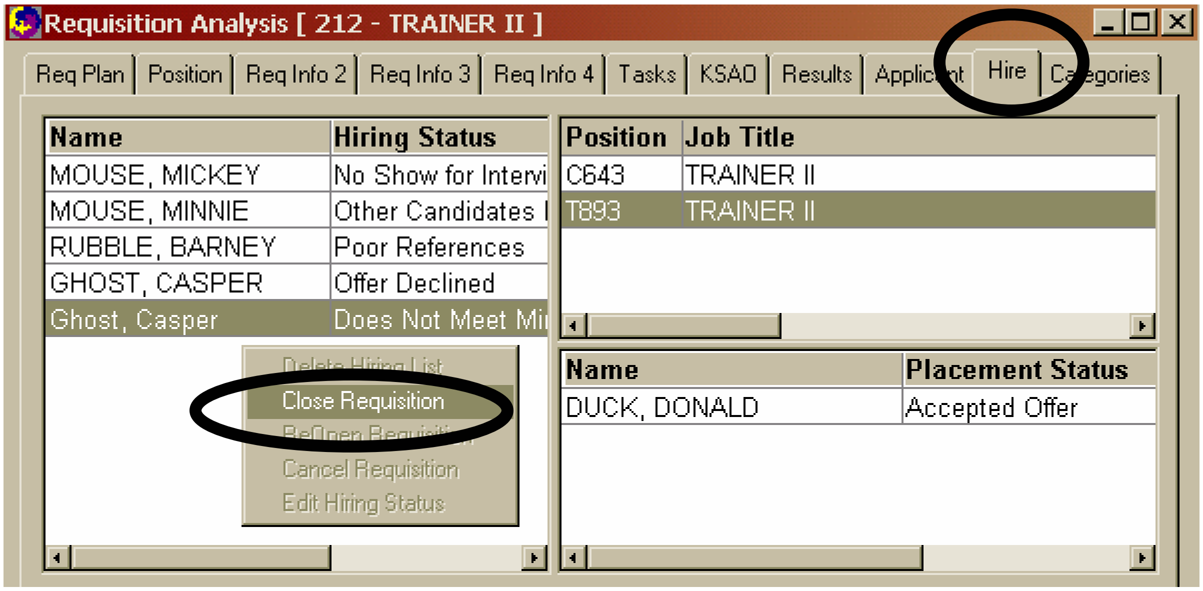


Select the new placement status and click Done. The Placement Status will change to the newly selected status.



How do I Close a Requisition?

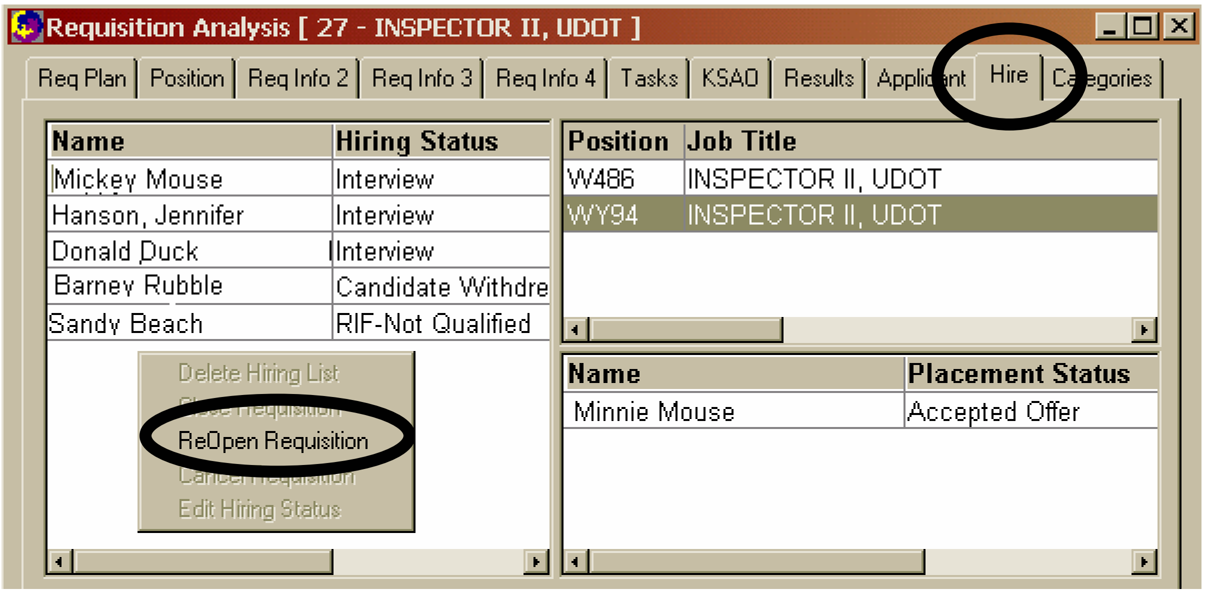
Once all positions have been filled, close the requisition. Click on the Hire tab. Right click anywhere in the hiring list area and then choose Close Requisition. The requisition status will now show Closed. Applicants on the internet will see the status as Filled.



Requisition Approval

How do I Reopen a Requisition?

If additional positions must be filled, a requisition can be reopened to use the same hiring list for the same job title. Click on the Hire tab. Right click in the hiring list area. Choose ReOpen Requisition. The status of the requisition will return to Hiring.

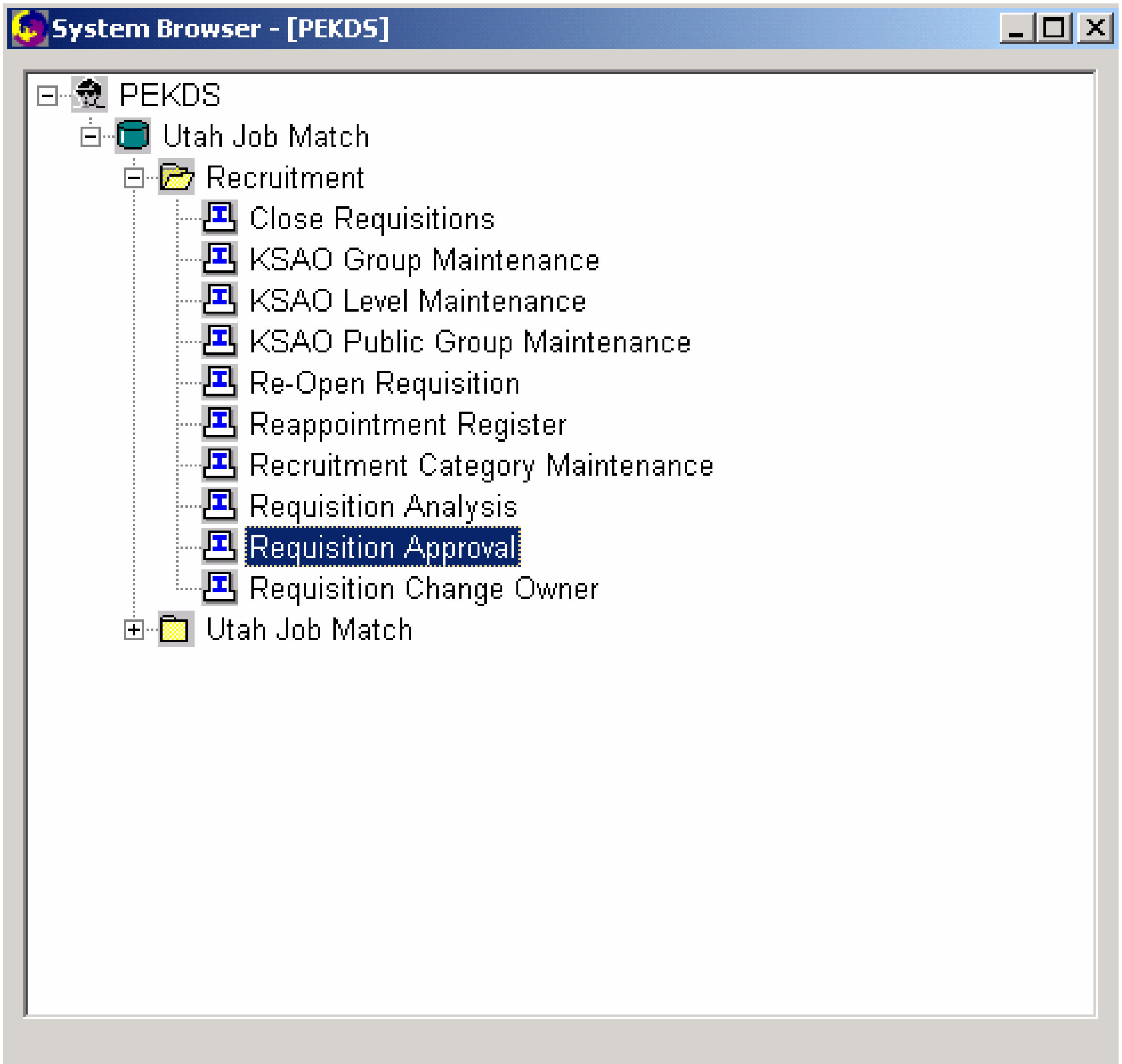


Next, go to the position window and add another position. (See **How do I Add Another Position?**) Follow the instructions for **How do I Hire an Applicant?.** When finished, close the requisition. (See **How do I Close a Requisition?**.)

How Do I Approve a Requisition?

System Browser

At system browser, double click on Requisition Approval.



Requisition Approval

Search Field

Search for the applicable requisition by selecting ID, Title, or Agency.

Contains Field

Search for the applicable requisition by typing in the ID, Title, Agency, or ALL.

Search

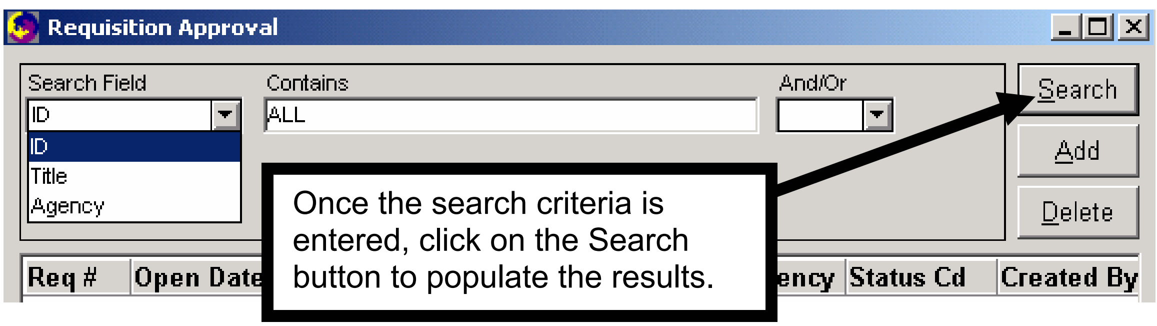
Click on the search button to pull up search results.

Add

Add additional search criteria by clicking on this button.

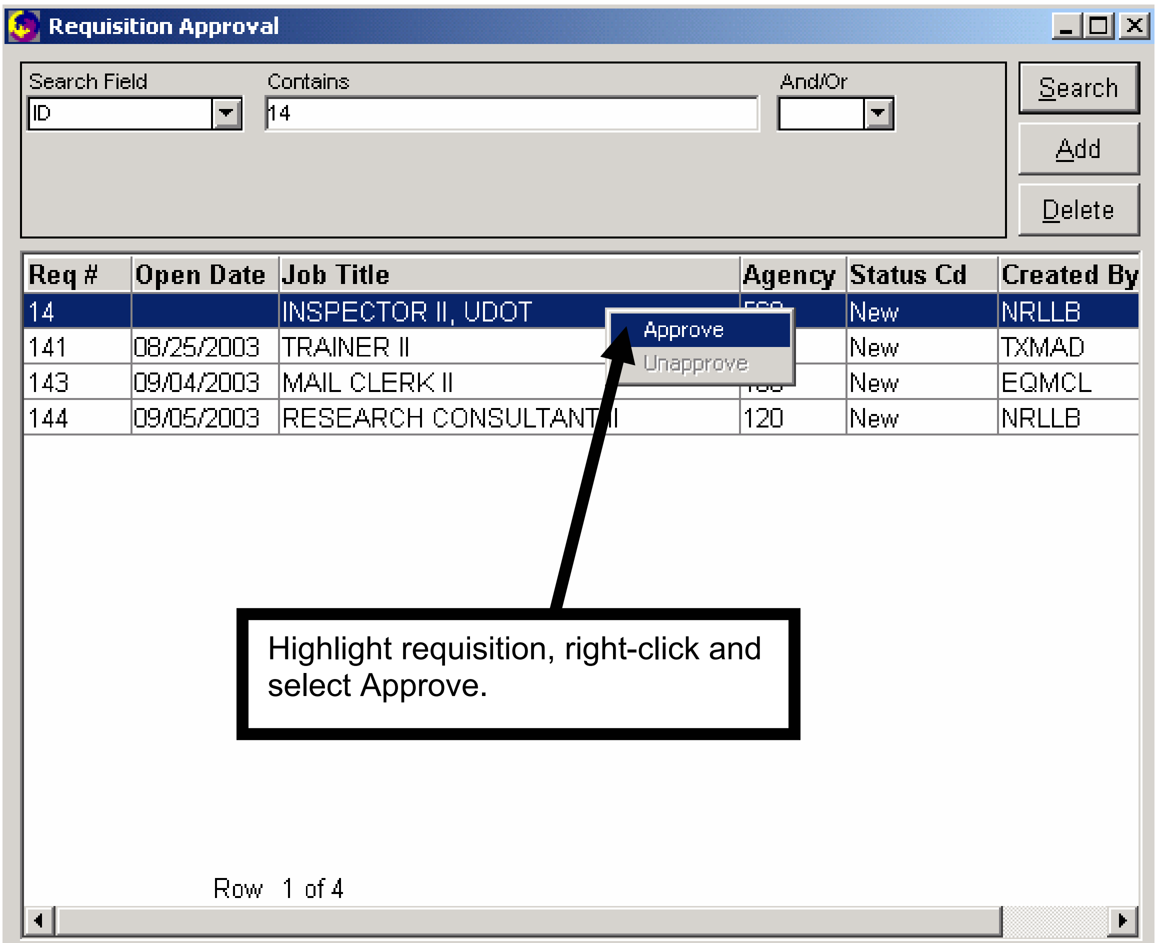
Delete

Delete search criteria by clicking on this button.



Approve

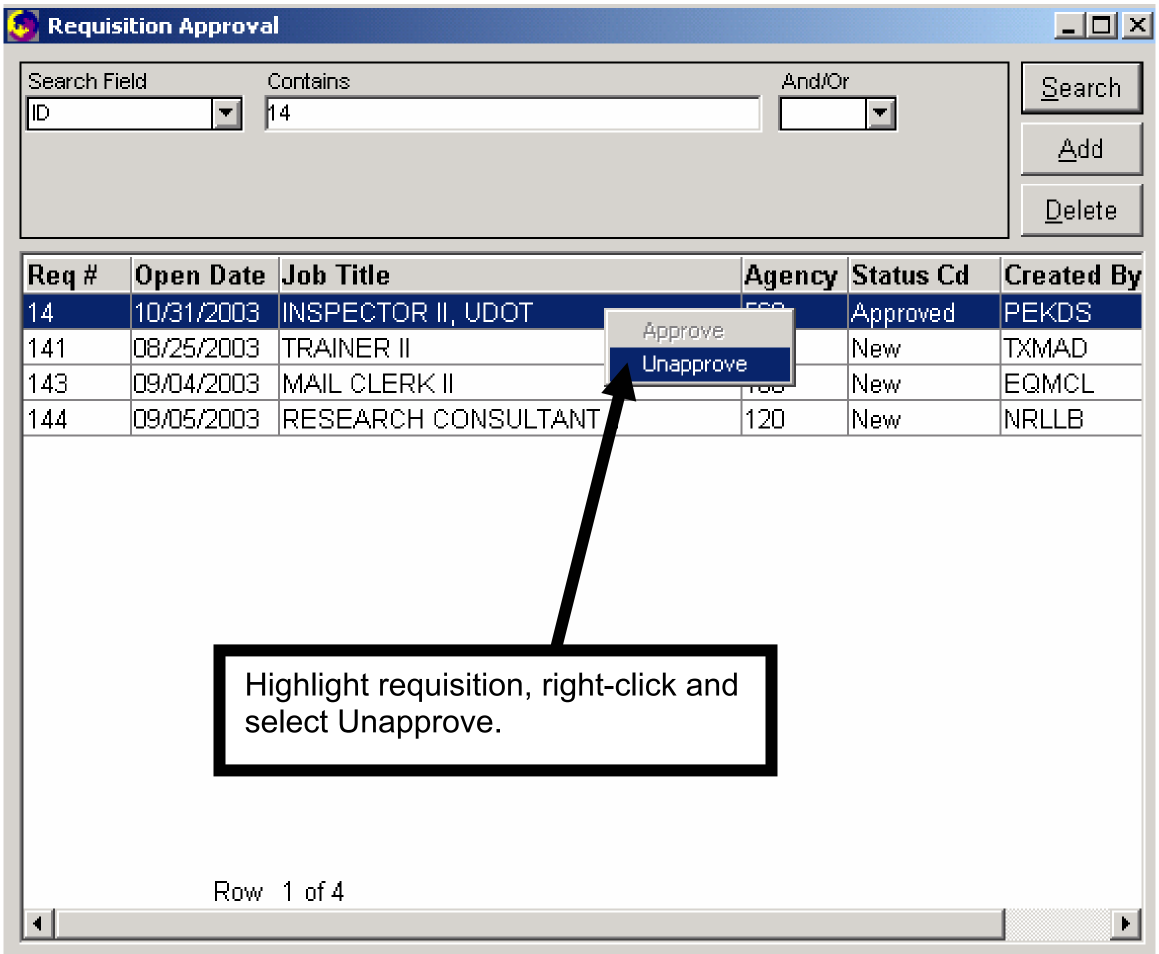
Once the search results populate, highlight the correct requisition and right-click with your mouse and select Approve. Not everyone will have access to approve requisitions, but those who do have access will only have access to their own agency.



Requisition Approval

Unapprove

Highlight the correct requisition and right-click with your mouse and select Un-approve. Not everyone will have access to unapprove requisitions, but those who do have access will only have access to their own agency.



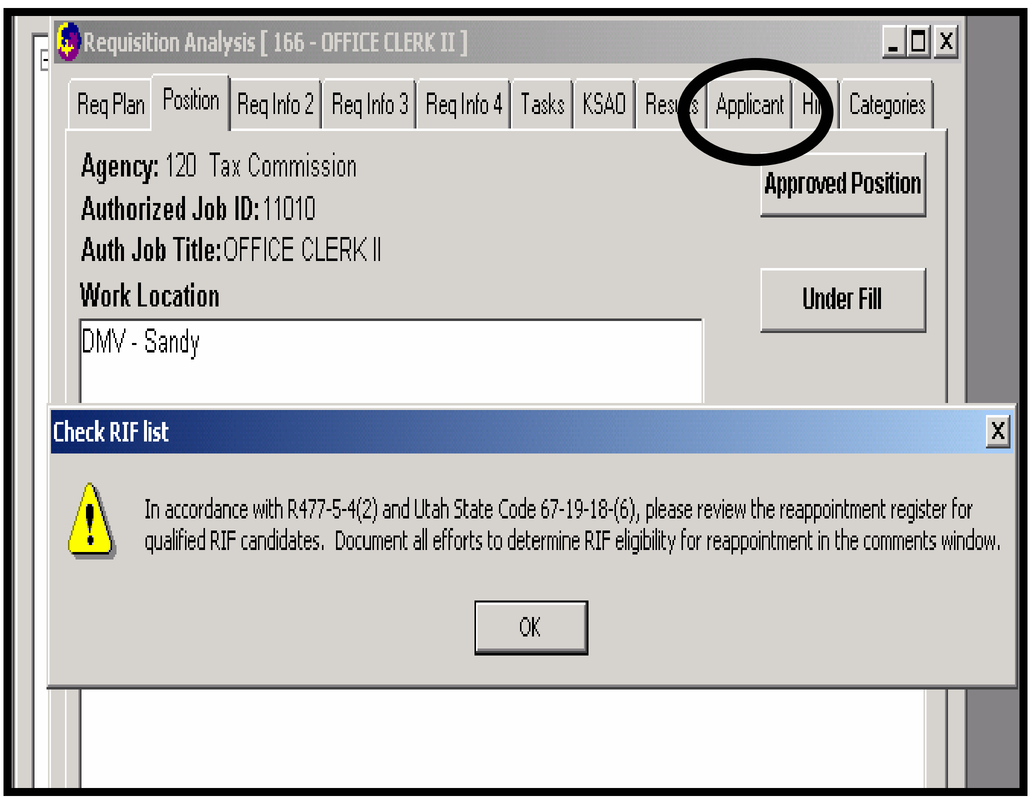
Reappointment Register - What is the Reappointment Register?

The reappointment register is for: a) career service employee(s) who have been terminated due to a reduction in force (RIF) and b) Schedule A employees who are eligible to be placed on the reappointment register. (See Workforce Adjustment Plan/Reduction in Force Manual at www.dhrm.utah.gov)

Check the Reappointment Register – When Creating a Requisition
When creating a requisition, a message that reminds the user to check the reappointment register before proceeding will appear.

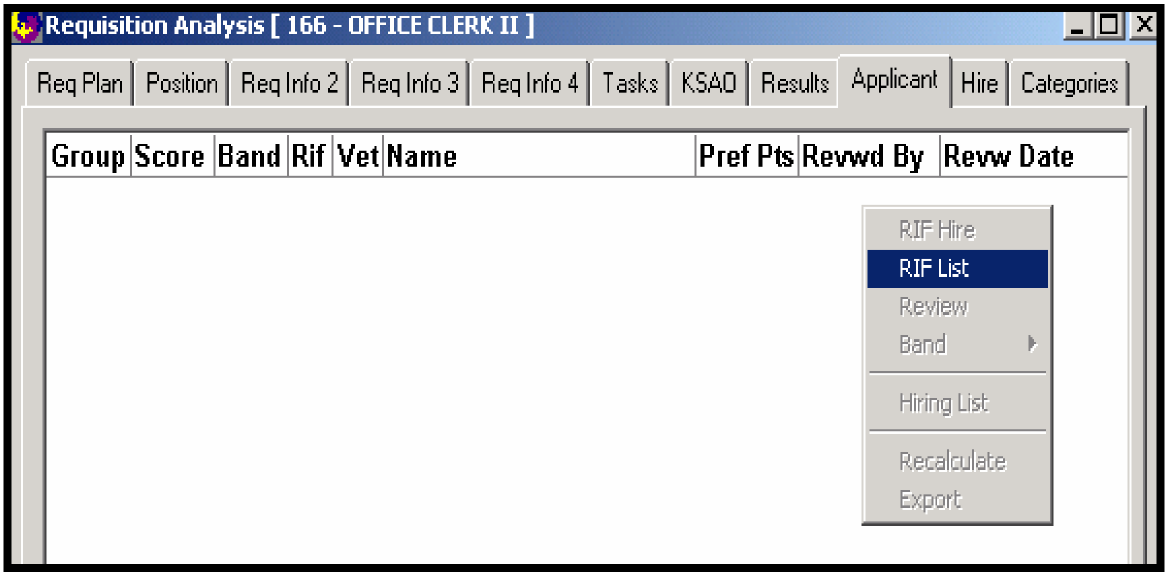
Reappointment Message
This message appears after the Approved Position is added. Follow the steps below before completing the requisition:

Click OK and go to the Applicant tab.

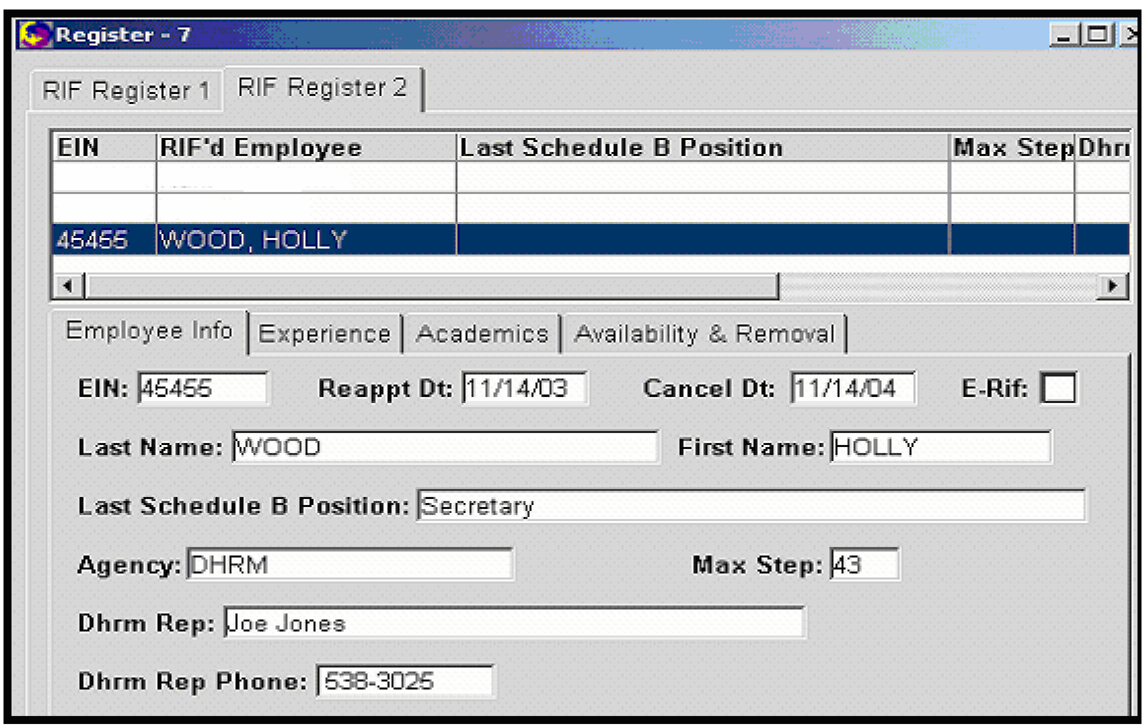


Reappointment Register

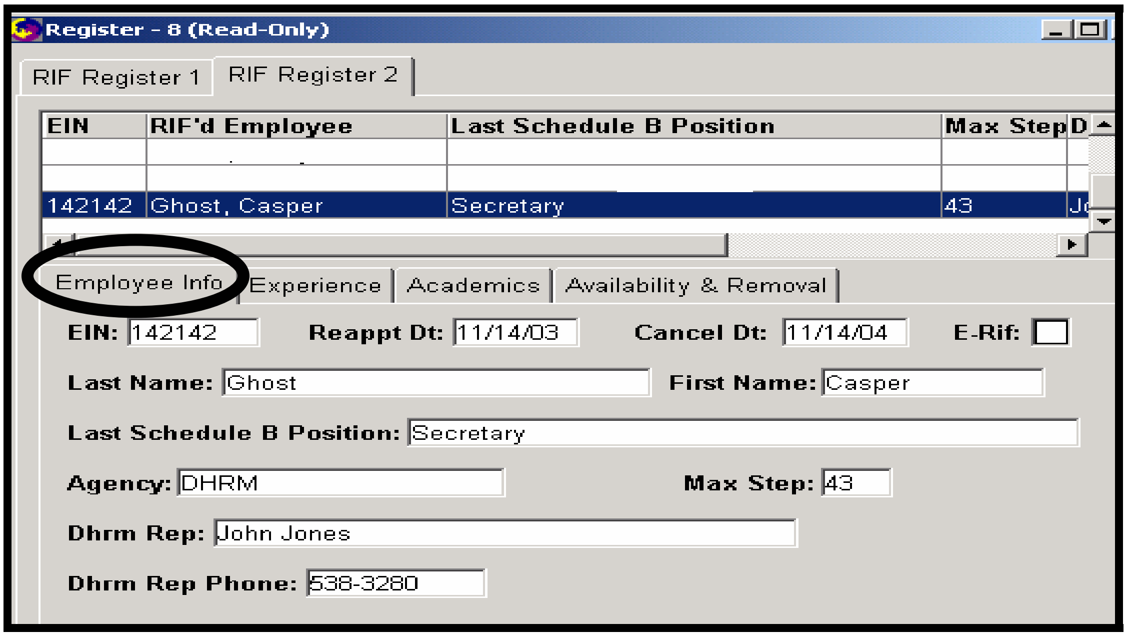
Right click in the Applicant tab and select RIF List to review the reappointment register.



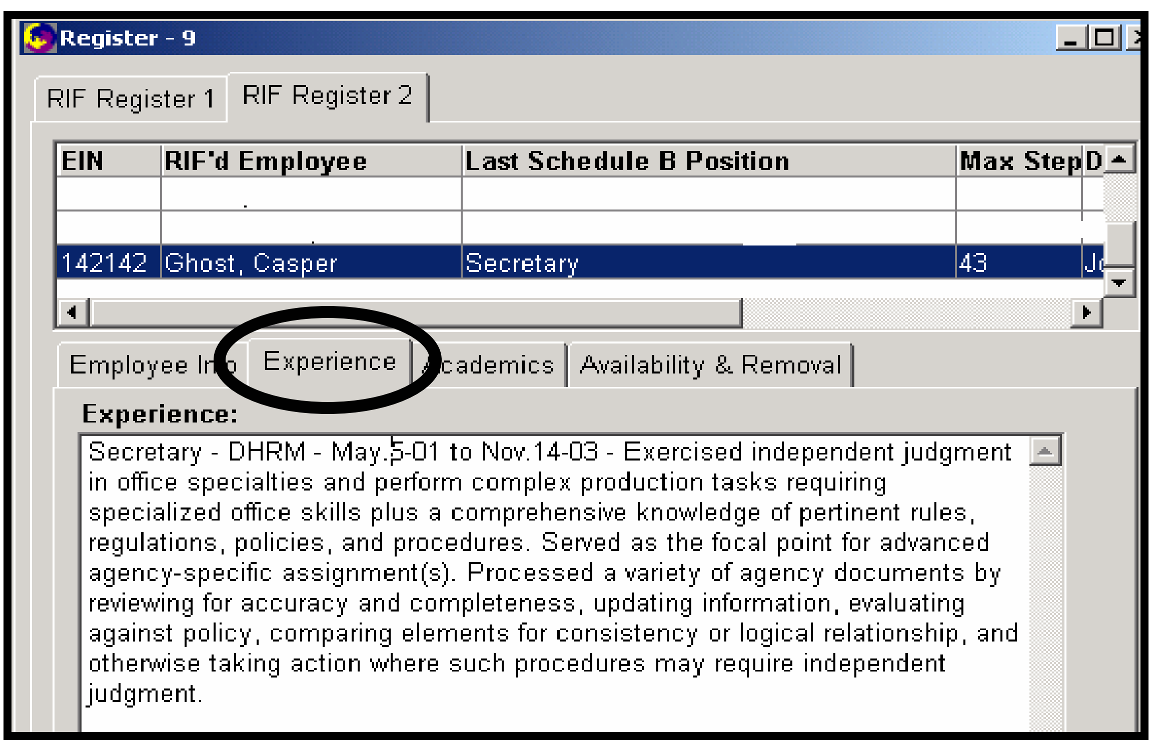
Reviewing the Reappointment Register
Highlight individuals on the reappointment requisition to view Employee Information, Experience, Academics, Availability and Removal.



Employee Information
The Employee Information tab includes the Employee Identification Number, Reappointment Date, Cancel Date, E-Rif eligibility, Last and First Name, Last Schedule B Position held, Agency, Max Step, DHRM Rep and phone number.

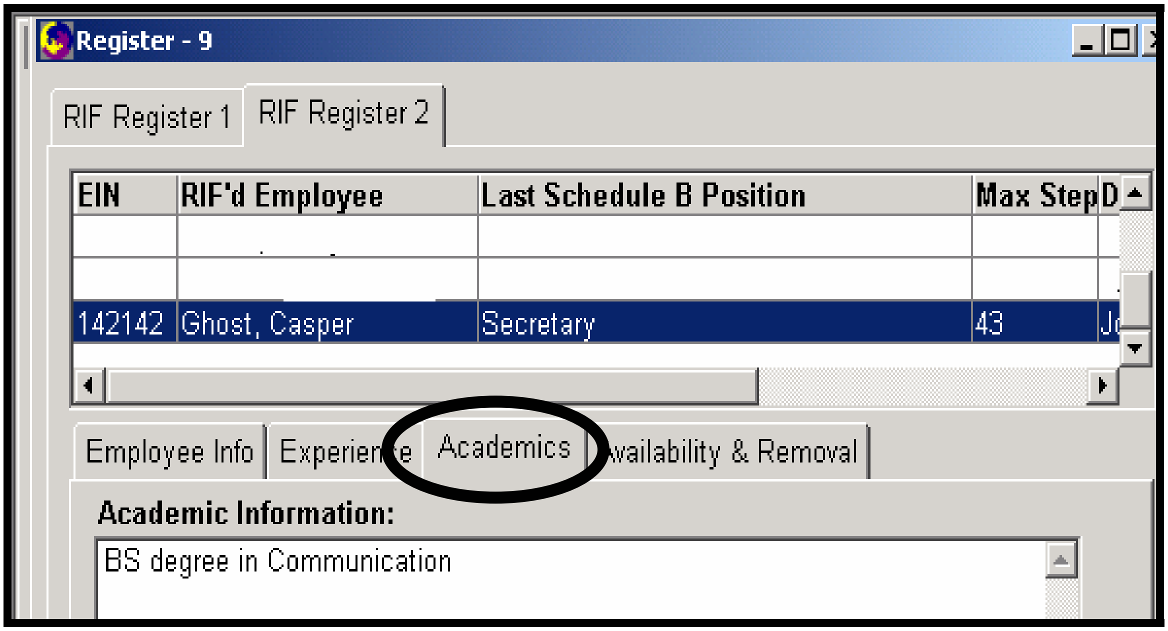


Experience
The Experience Tab includes duties and experiences that the individual has performed.

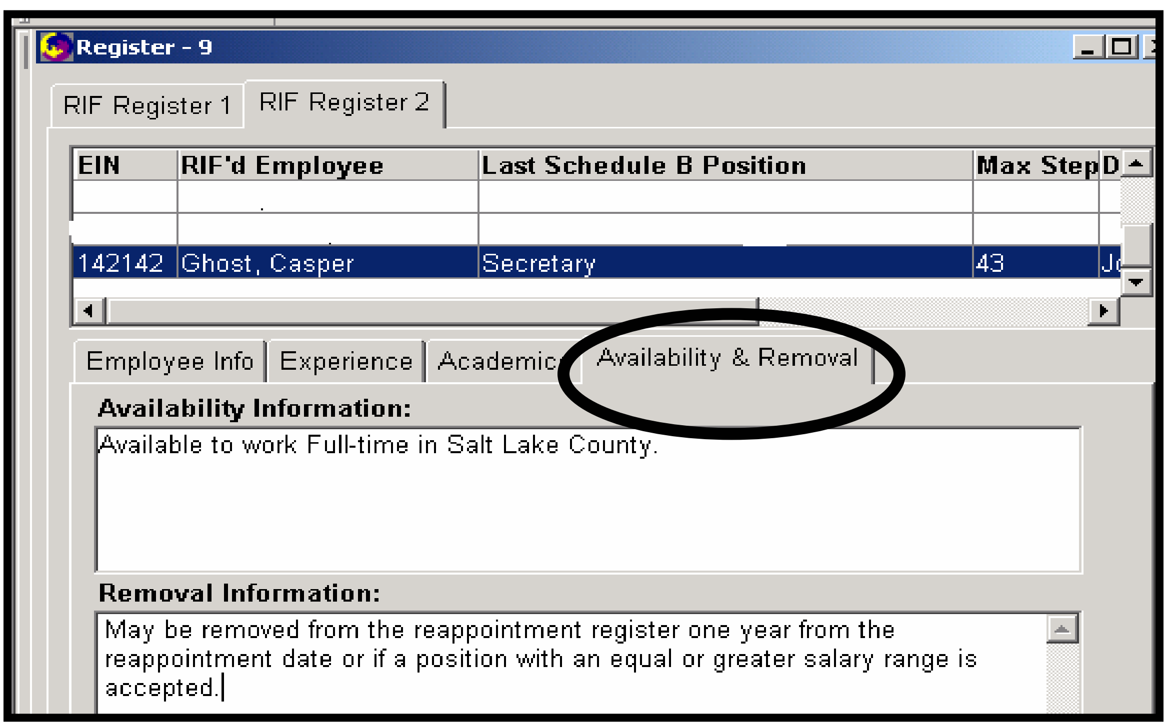


Reappointment Register

Academics
The Academics tab includes education, certificates, licenses, etc.



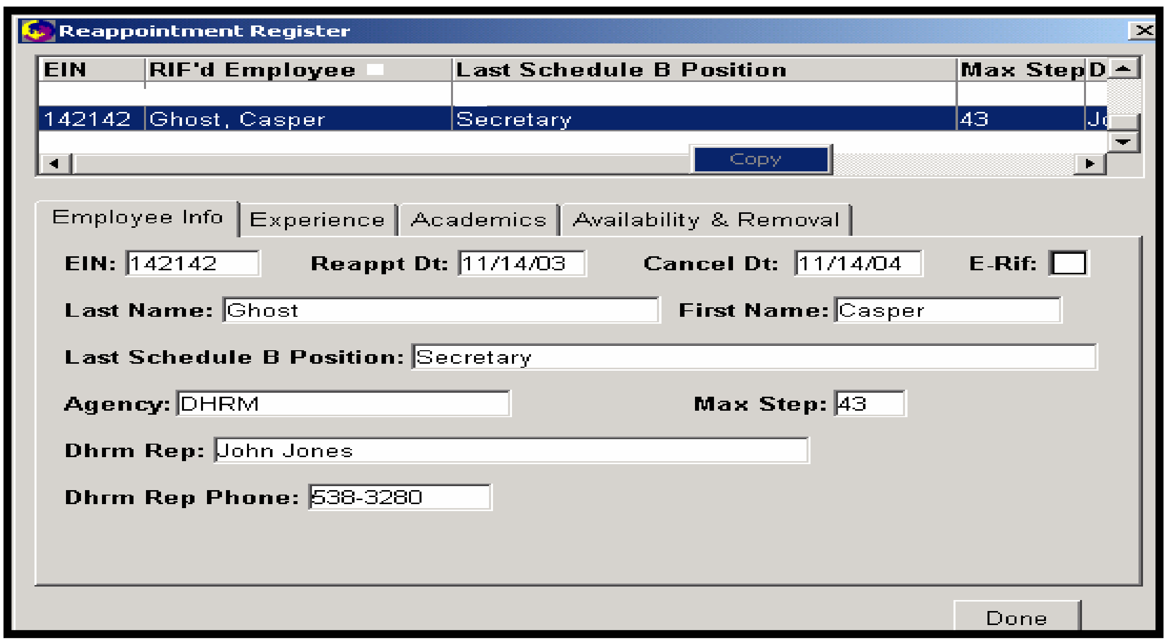
Availability & Removal
The Availability & Removal tab includes the type of work and area that is acceptable to the individual and when they are to be removed from the reappointment register.



After reviewing the RIF List, click Done if no individuals meet the minimum requirements of the open position. Document the RIF review results in Req Info 4 Comments window.

If an individual on the RIF List meets the minimum requirements of a position, they must be reappointed, without examination, to any career service position which has a pay range with a maximum step equivalent to (or lower than) the maximum step of the pay range of the last career service position held.

To Copy a qualified individual from the reappointment register, highlight their information, right click, Copy and then click Done.

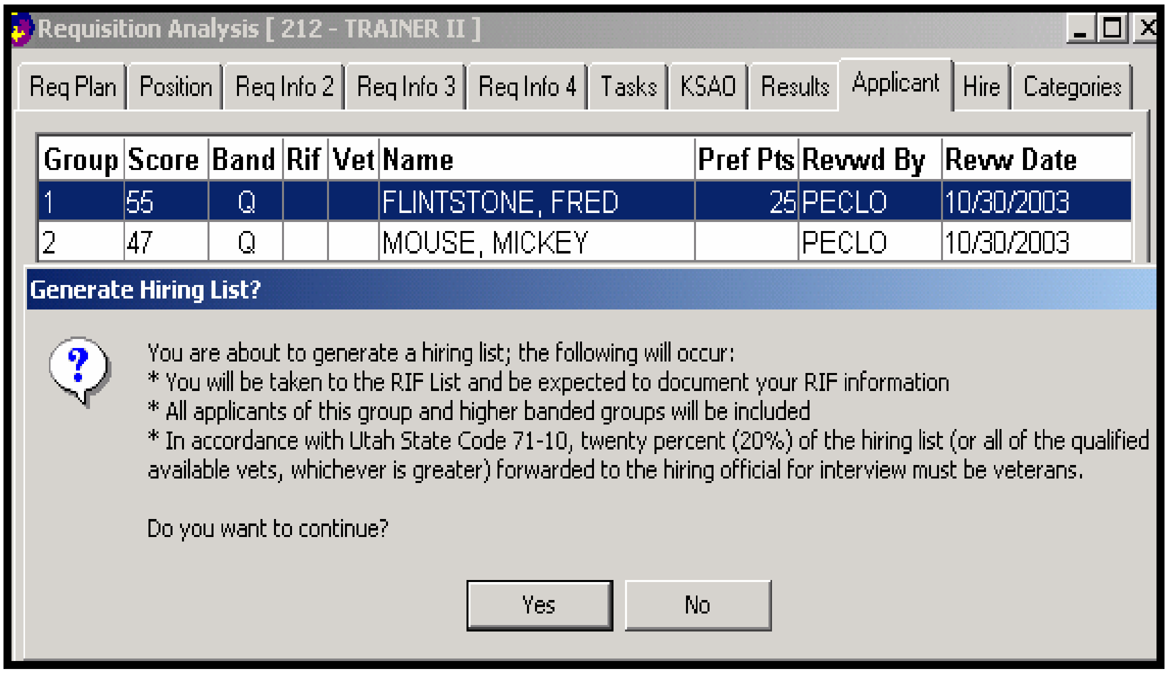


Reappointment Register

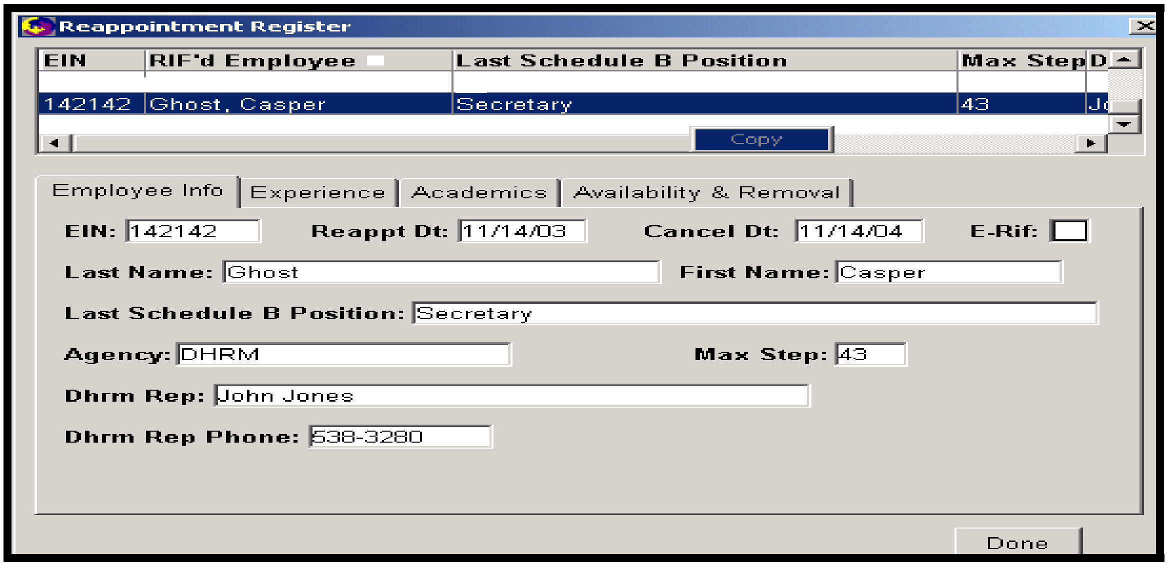
Check the Reappointment Register – When Creating a Hiring List

At the end of the requisition process a hiring list will be created. Another message will appear to automatically take the user to the Reappointment Register.

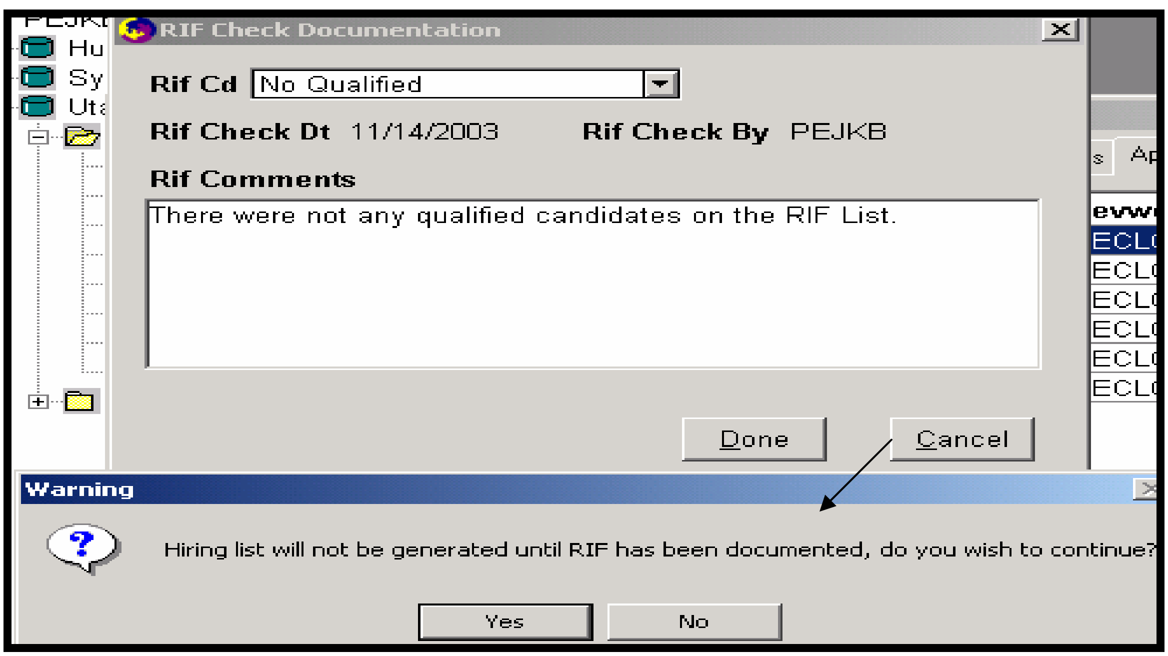
1. Click Yes to continue or No to Cancel. Clicking Yes takes the user to the reappointment register. (A hiring list cannot be created if cancel is selected).



2. If there are no individuals that meet the requirements of the open position, proceed with the hiring list.
3. If an individual meets the requirements of the open position, copy the employee to the requisition by highlighting their information, right clicking and hitting Copy.

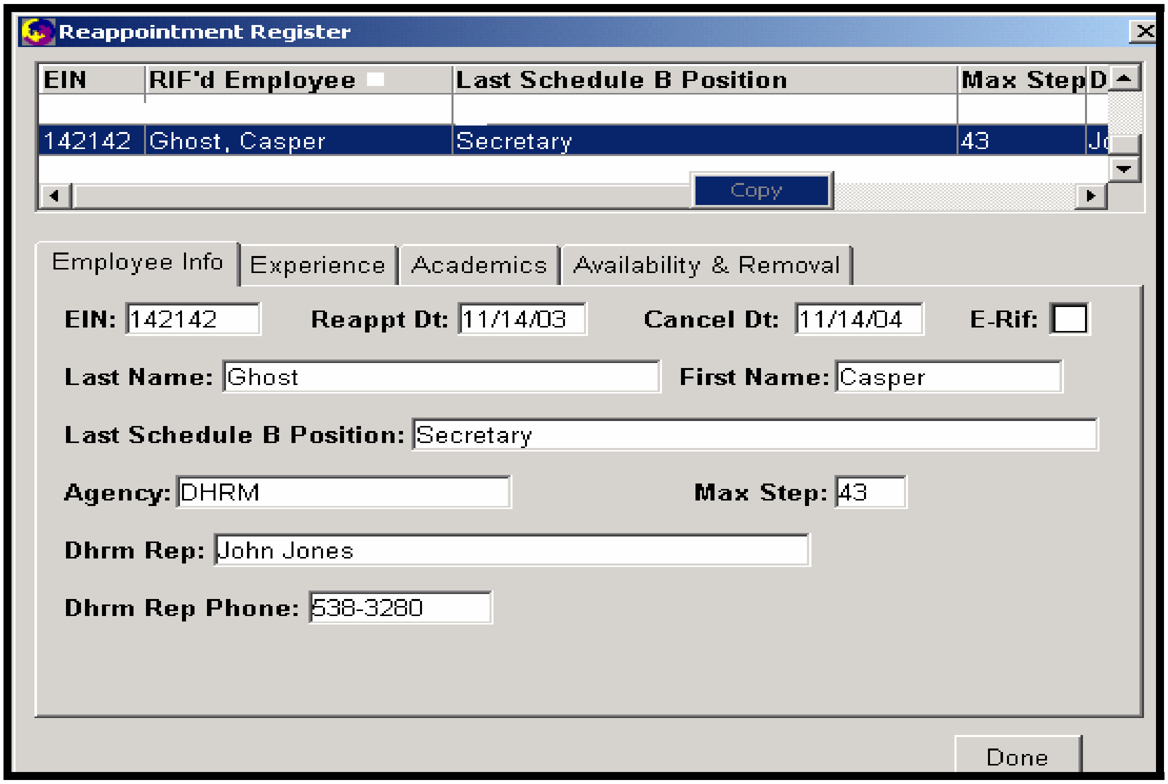


4. The RIF Check Documentation box will automatically appear to document results of the RIF review. Click Done. If the Cancel button is selected, a Warning indicating the user must document the RIF review will appear.

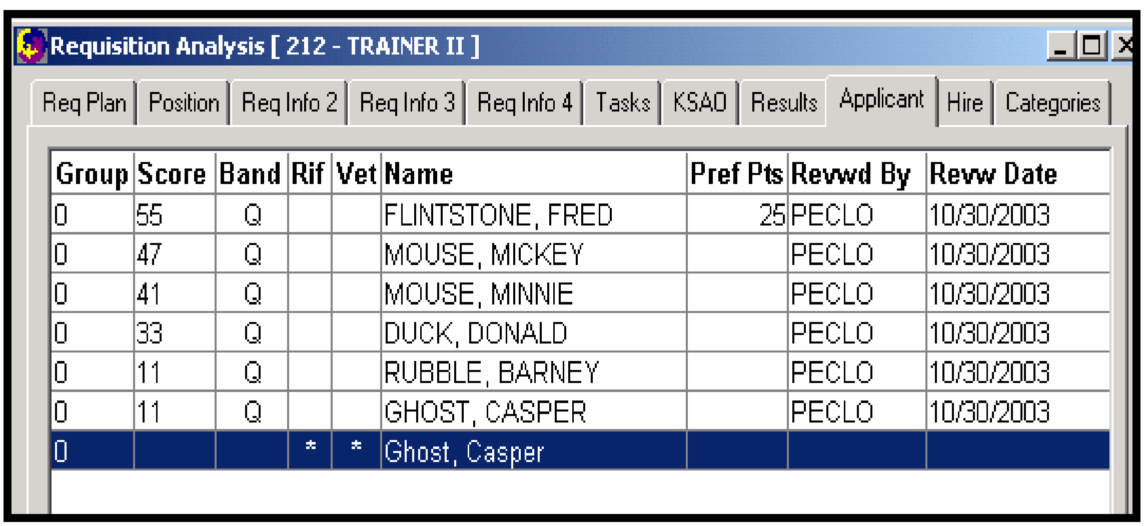


Reappointment Register

If an individual meets the requirements of the position, highlight the information, right click, copy and then click Done.



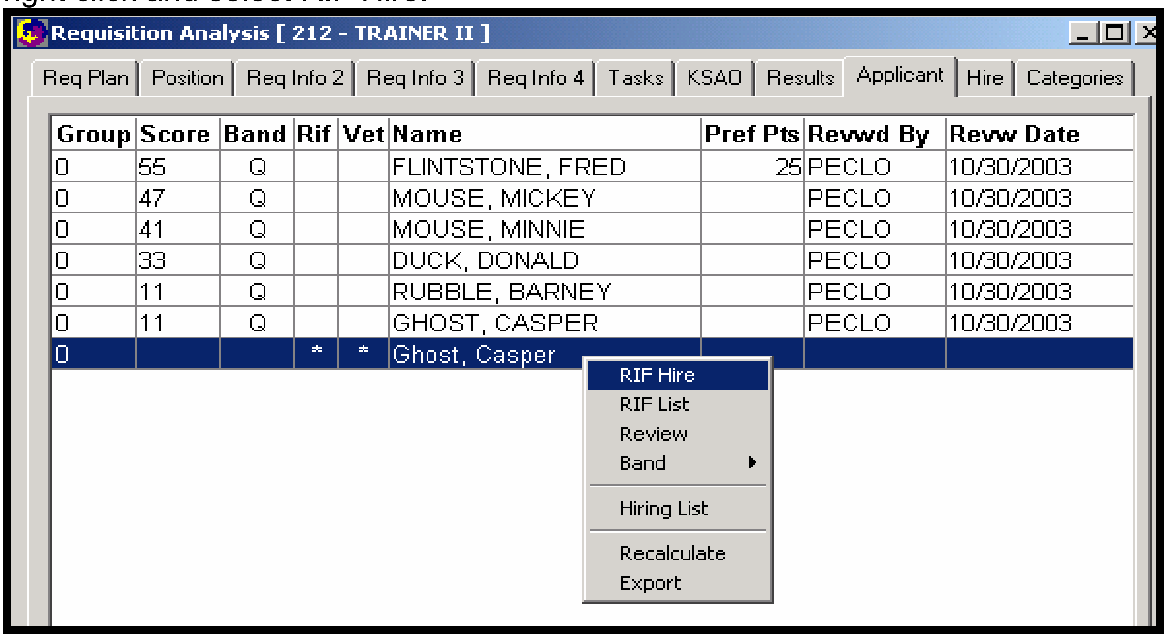
The individual's information is copied to the open requisition.



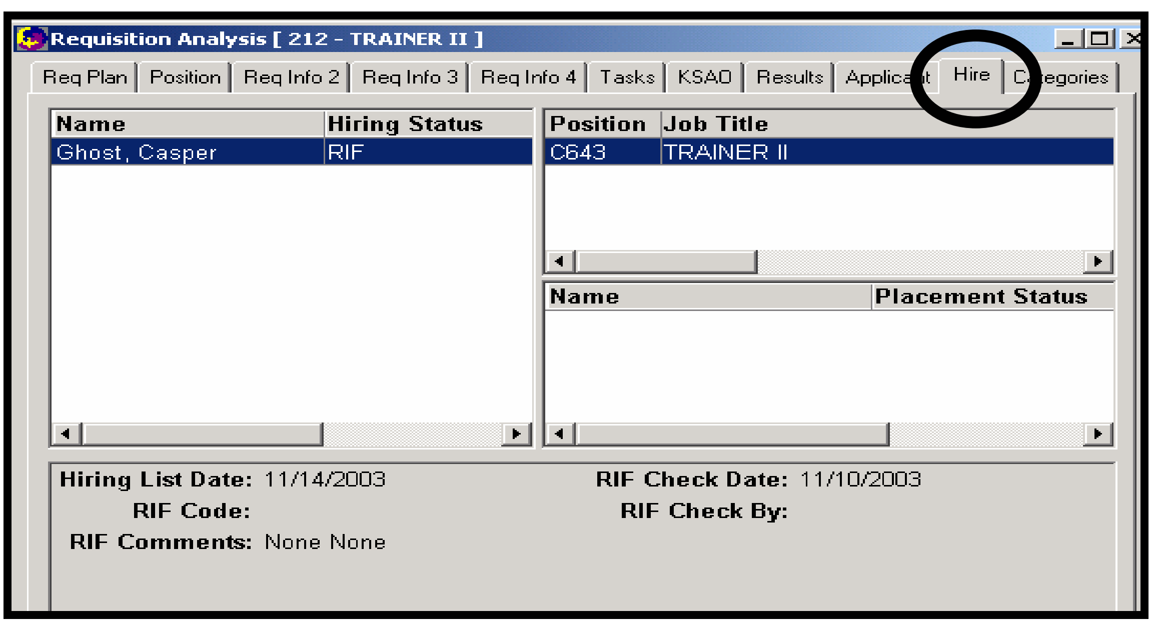
Hiring a RIF

If an individual on the RIF List meets the requirements of a position, they must be reappointed, without examination, to any career service position which has a pay range with a maximum step equivalent to (or lower than) the maximum step of the pay range of the last career service position held.

To hire an individual from the Reappointment Register, highlight the applicant, right click and select RIF Hire.

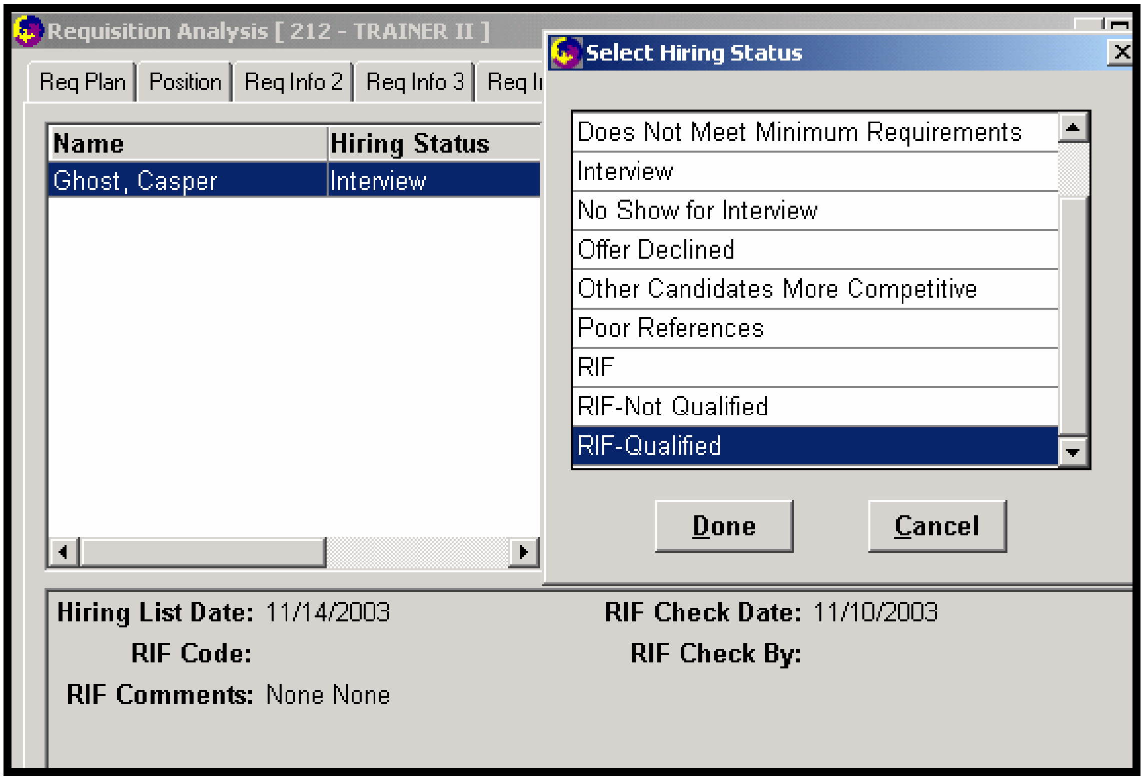


The individual is automatically moved to the Hire Tab. The Position and Job Title will automatically populate from the Approved Position selected when creating the requisition. See the Requisition Analysis Position section.

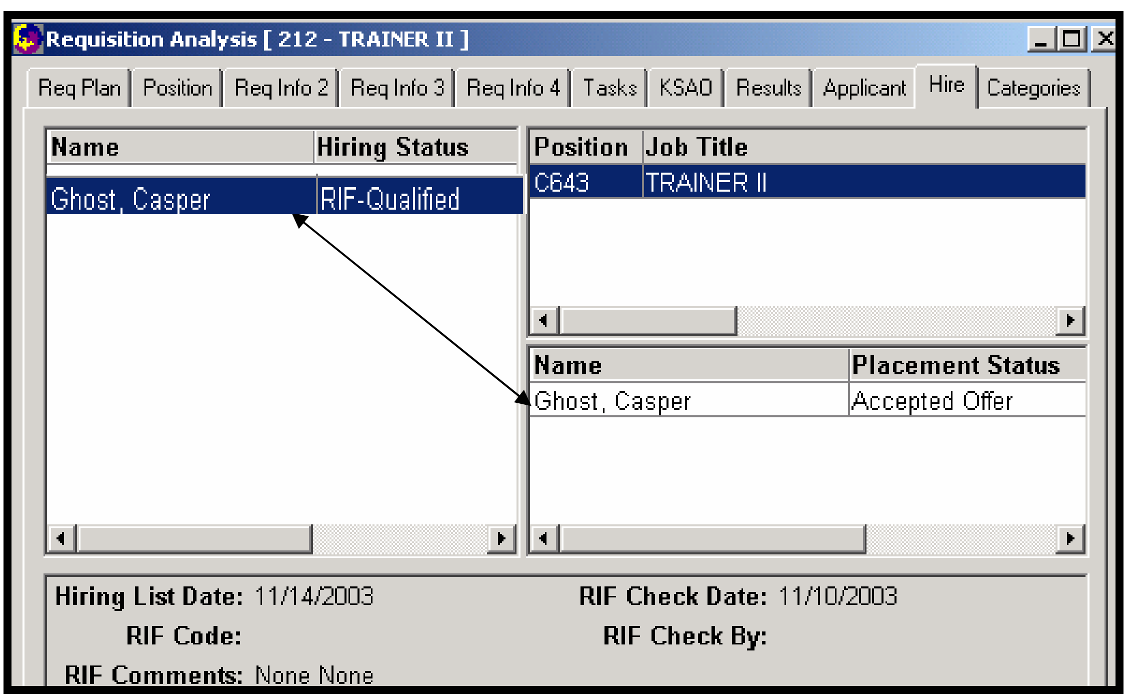


Reappointment Register

To edit the hiring status highlight the individual and right click. Select the RIF-Qualified status and click Done. See How Do I Edit a Placement Status?



To hire a RIF'd individual, double click on their information to move them to the bottom right of the screen. The Placement Status will show Accepted Offer.

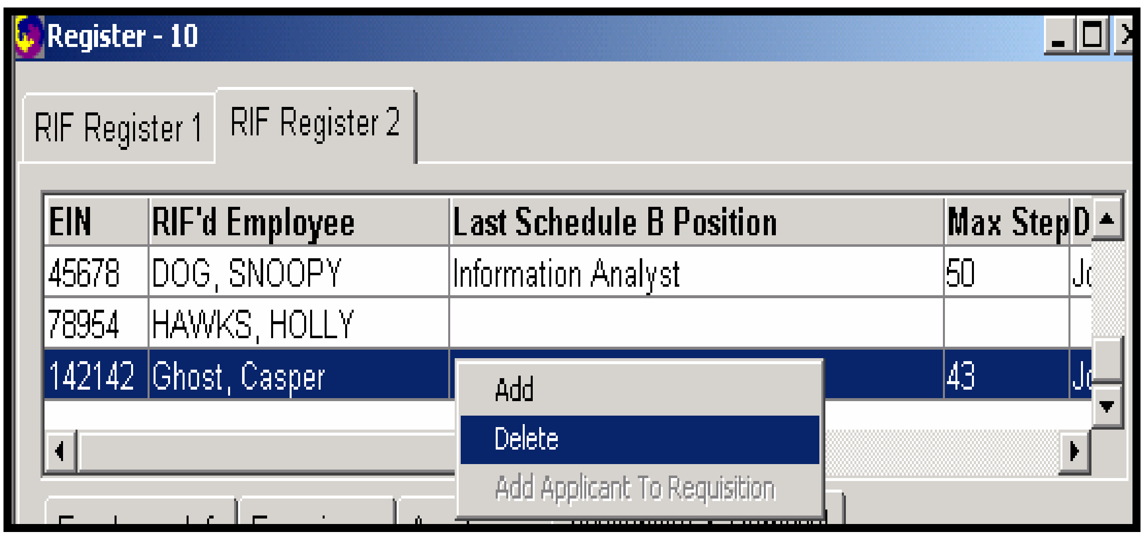


DHRM will delete individuals off of the reappoint register for the following reasons:

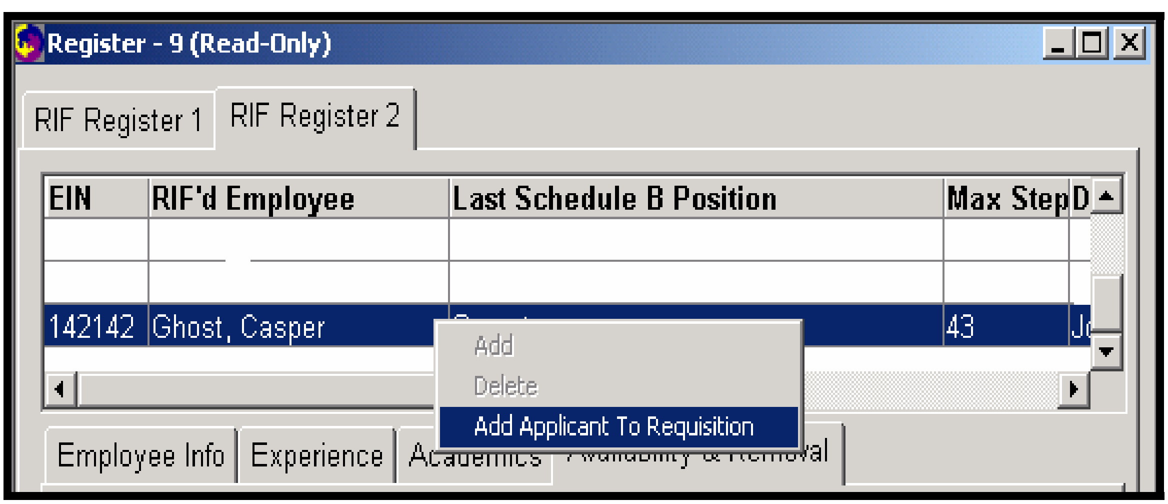
1. An individual on the RIF List is reappointed, without examination, to any career service position which has a pay range with a maximum step equivalent to (or lower than) the maximum step of the pay range of the last career service position held. **Note**: An E-RIF is eligible to remain on the reappointment register until placed in a career service position with an equivalent salary range to the last career service position held.

2. The Cancel Date for the individual is met.

3. The individual requests in writing to be removed from the reappointment register.

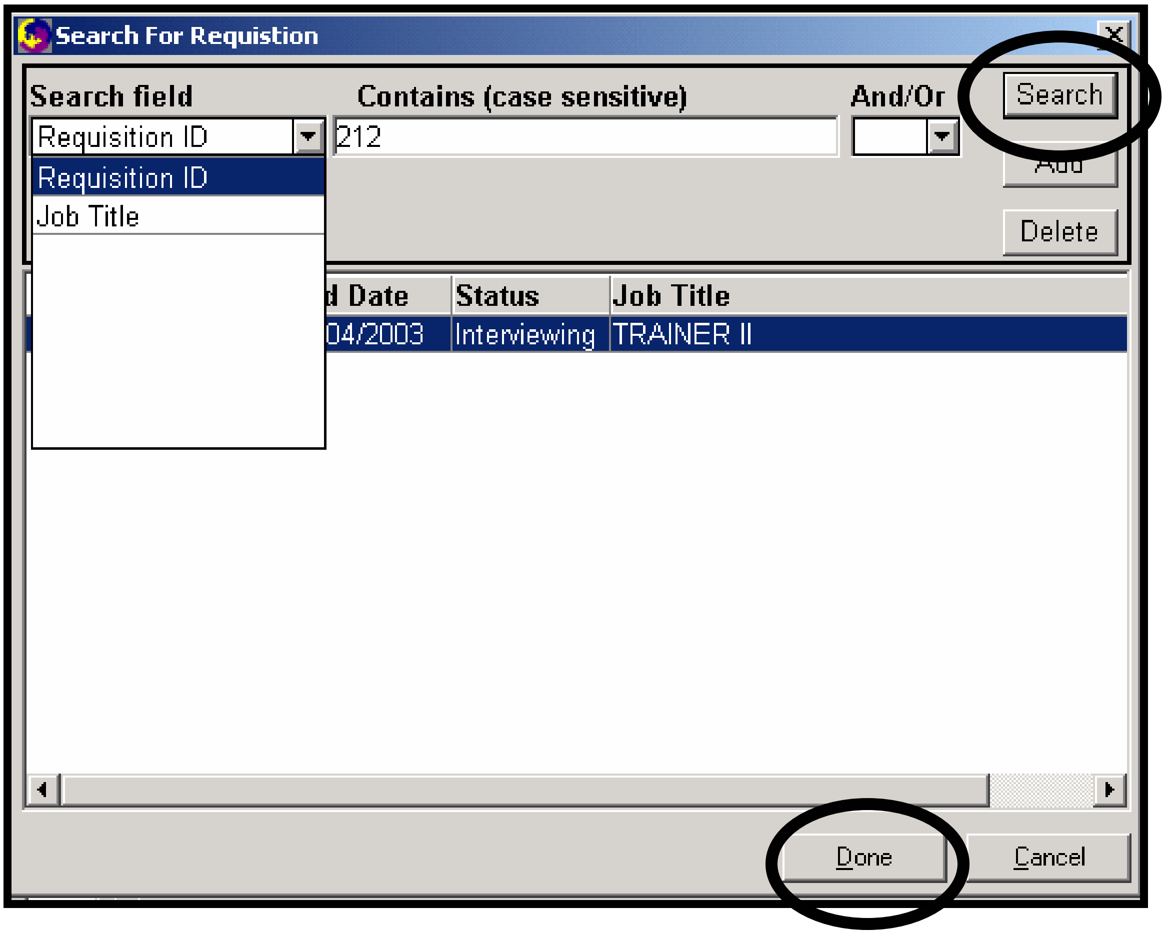


DHRM can add qualified individuals to an open requisition by highlighting the information and right clicking. Click on Add Applicant to Requisition.



Reappointment Register

A window will populate to search for the requisition to add the RIF'd employee to. The Search field will allow a search by Requisition ID or Job Title. Enter the Requisition ID or Job Title and Click the Search button. The requisition information will automatically populate. Click Done.



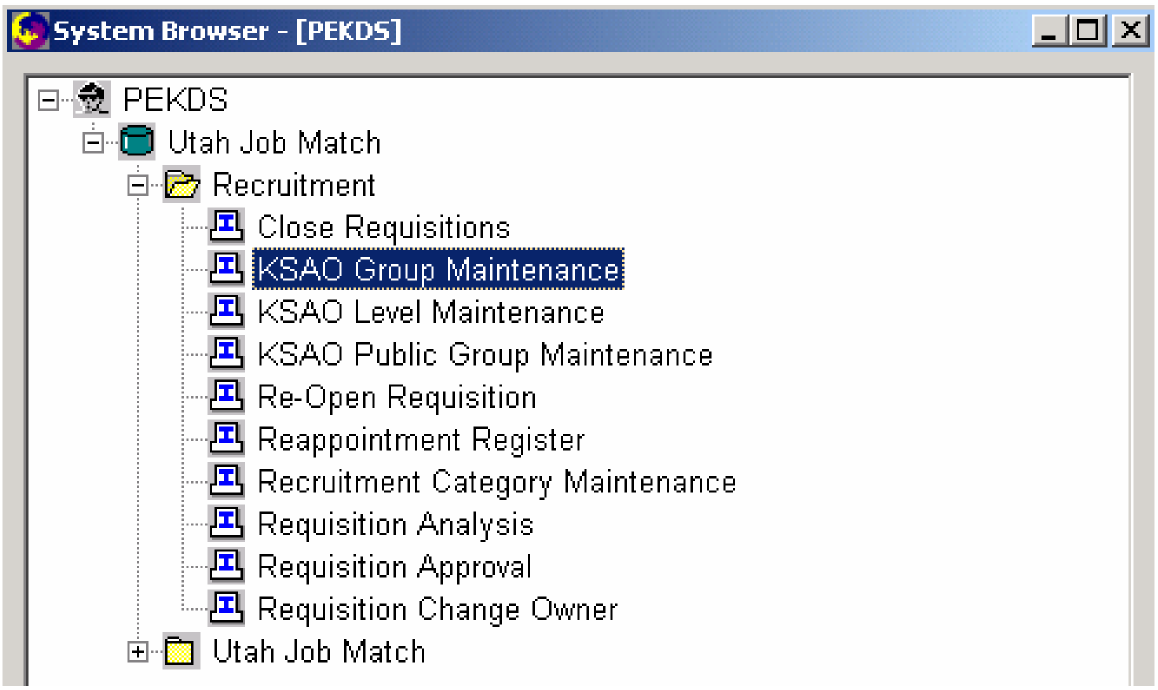
Printing RIF Report

Users can only access the reappointment register Report through an open requisition. Select reports on the menu bar and then RIF List Report.
For more information, see the Report section.

How Do I Perform KSAO (Knowledge, Skills, Abilities, and Other) Group Maintenance?

System Browser

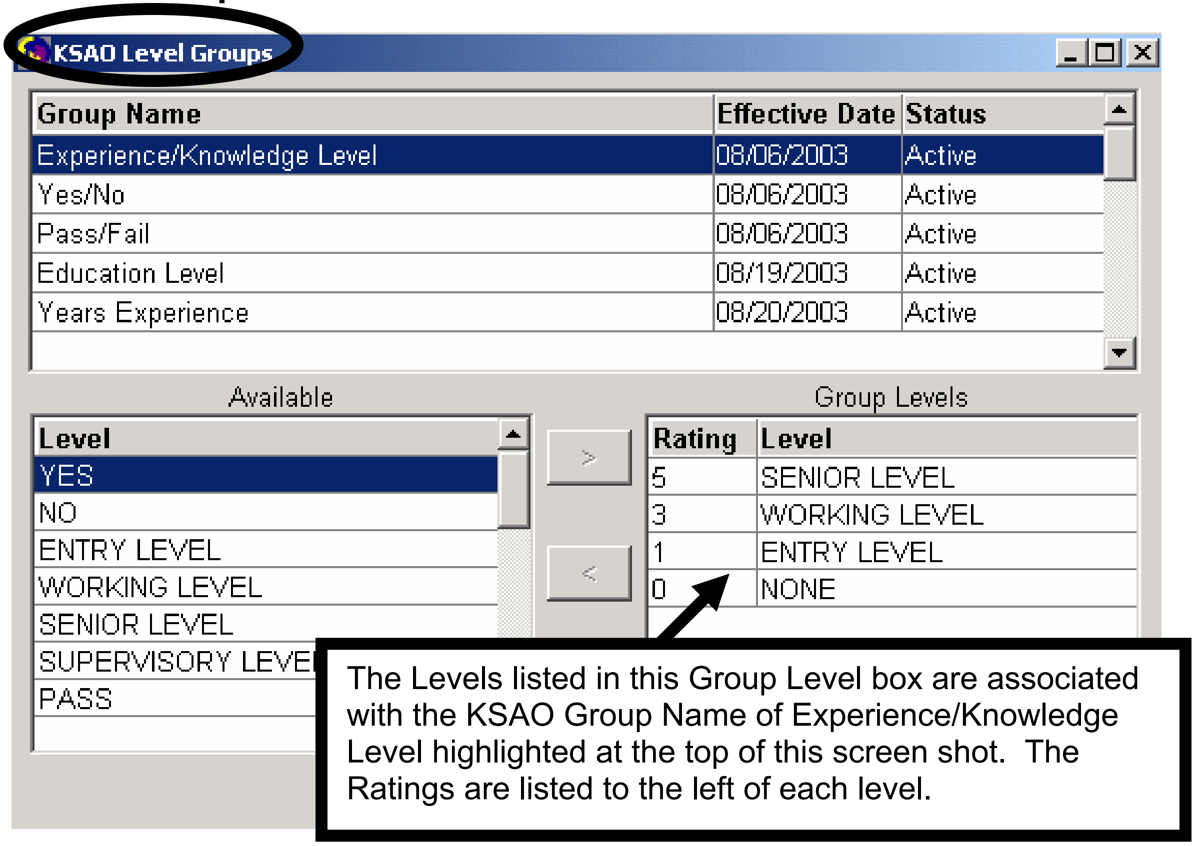
At the system browser, double click KSAO Group Maintenance.



KSAO Group Maintenance

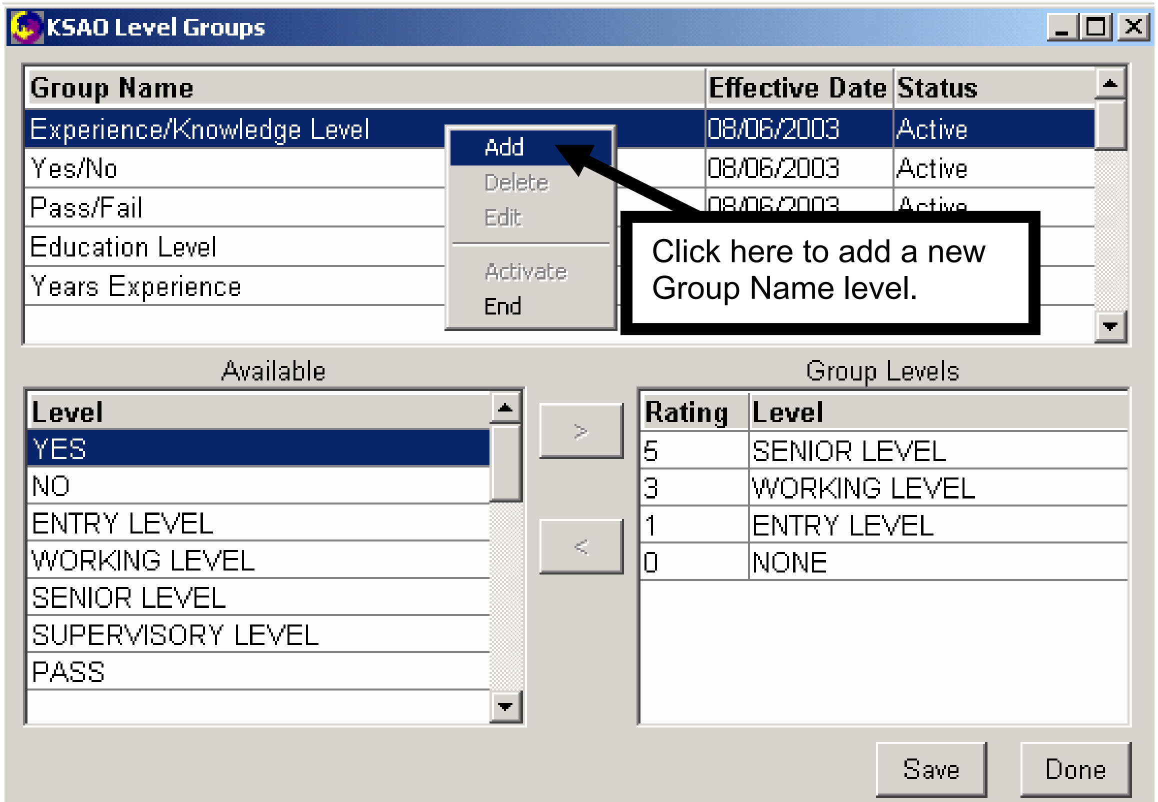
Clicking on the KSAO Group Maintenance browser will take you to a window called the KSAO Level Groups window. In this window, the group name, corresponding levels, and ratings can be viewed by using the scroll down bar in each section to view the options.

KSAO Group Maintenance



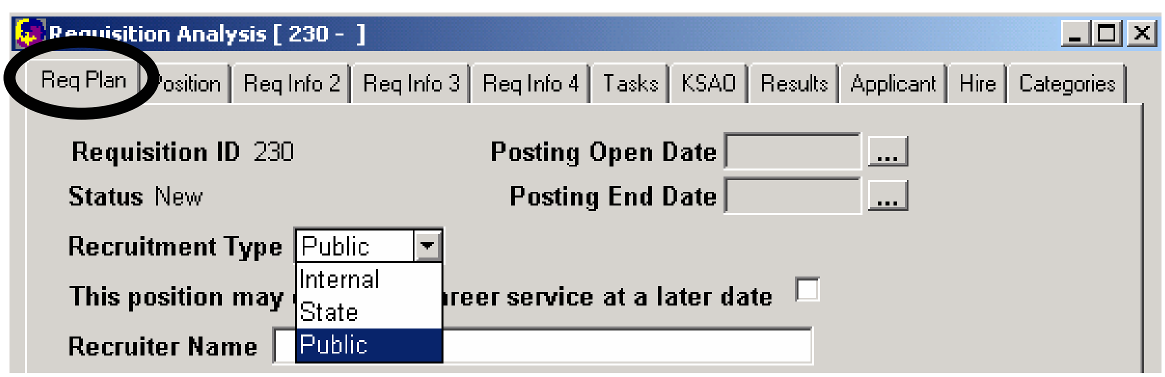
Adding New Groups

Add additional groups by right-clicking on any group name and clicking Add. Next, follow the steps under **Editing New Group**. The ability to add Group Levels, created in the KSAO Group Maintenance browser, to an active recruitment is dependent upon the Recruitment Type that is selected in the Requisition Plan tab, see further explanation under **Recruitment Type**.



Recruitment Type

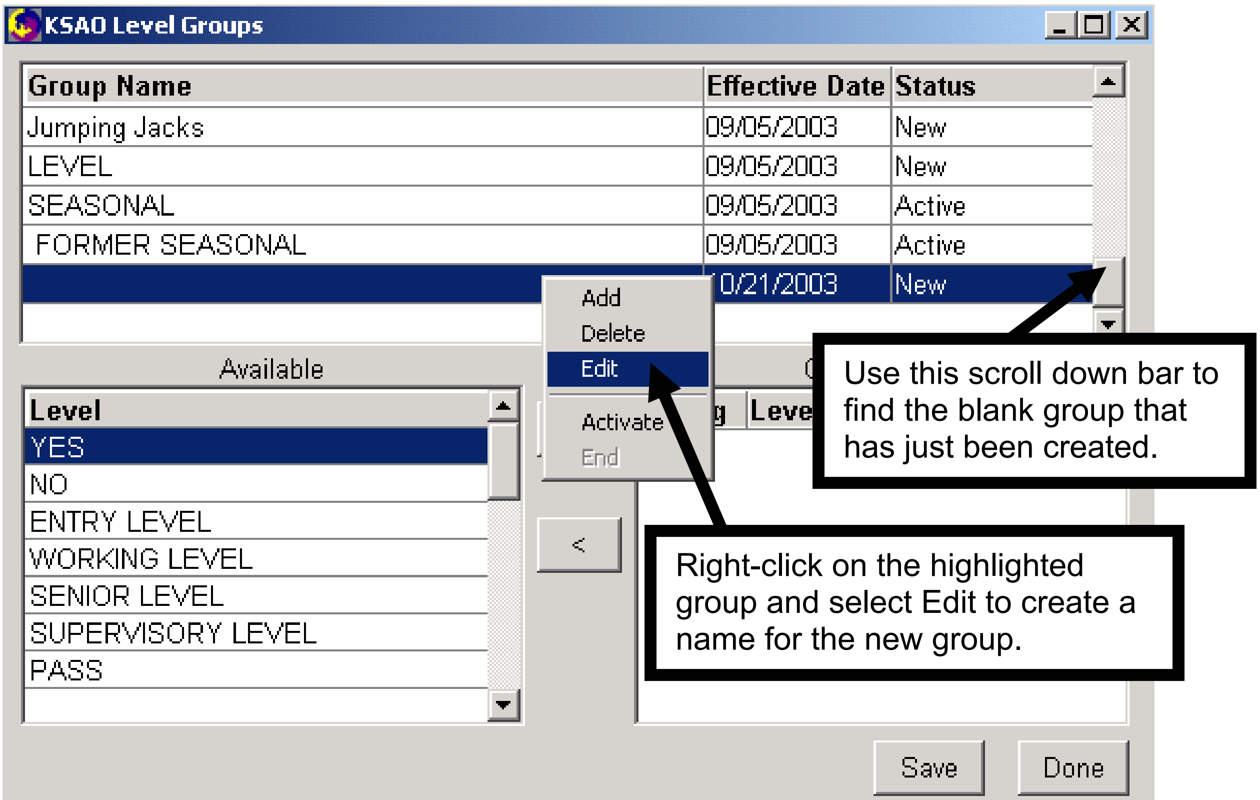
In the Req Plan Tab, If the recruiter selects “Internal” as the Recruitment Type, then the recruiter will have access to any KSAO Group levels that were created by that agency and org as well as Public Group Levels that were created by DHRM (Department of Human Resource Management). If the recruiter selects “State” or “Public” as the Recruitment type, then only Group Levels created in the KSAO Public Group Maintenance (DHRM Only) window can be accessed.



KSAO Group Maintenance

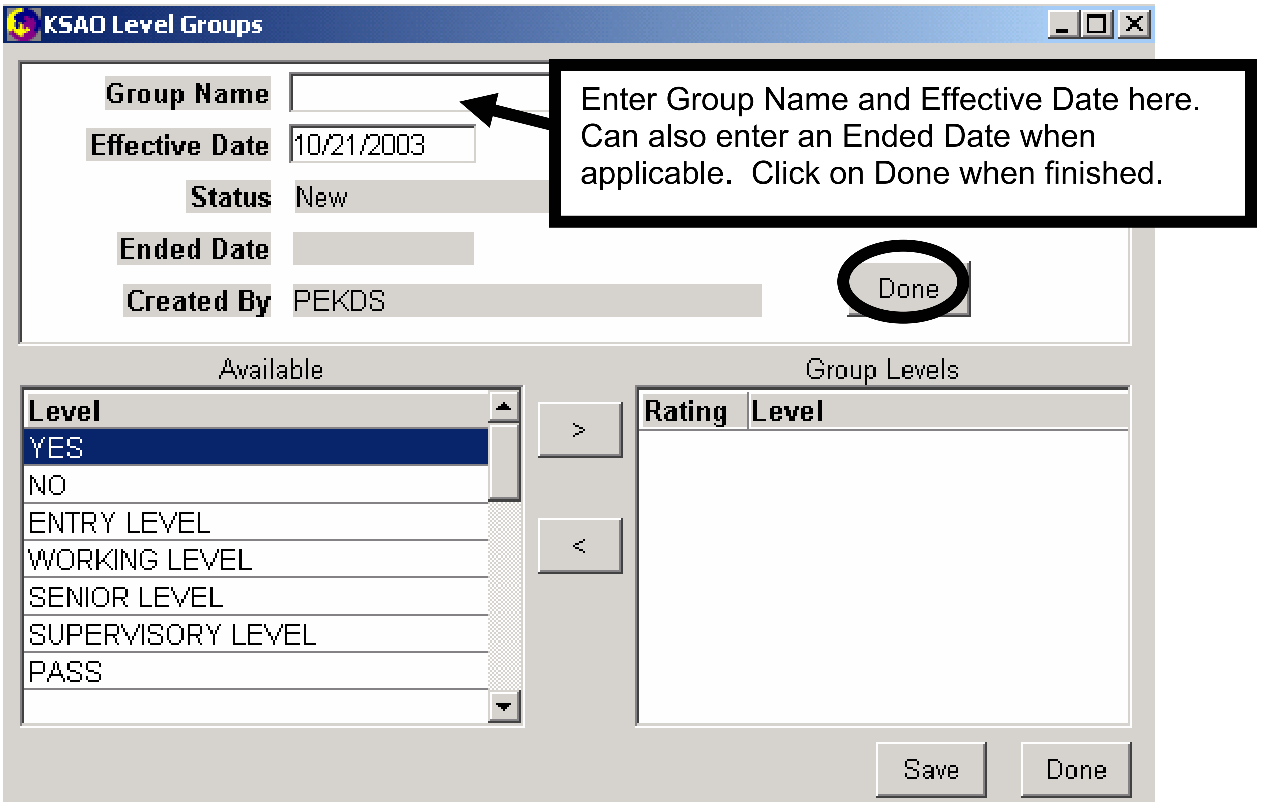
Editing New Group

Once a new group has been added, use the scroll down bar to find the blank group that was added. Highlight the blank group, right-click on that group, and select Edit. Next, follow the steps under **Edit Window**.



Edit Window

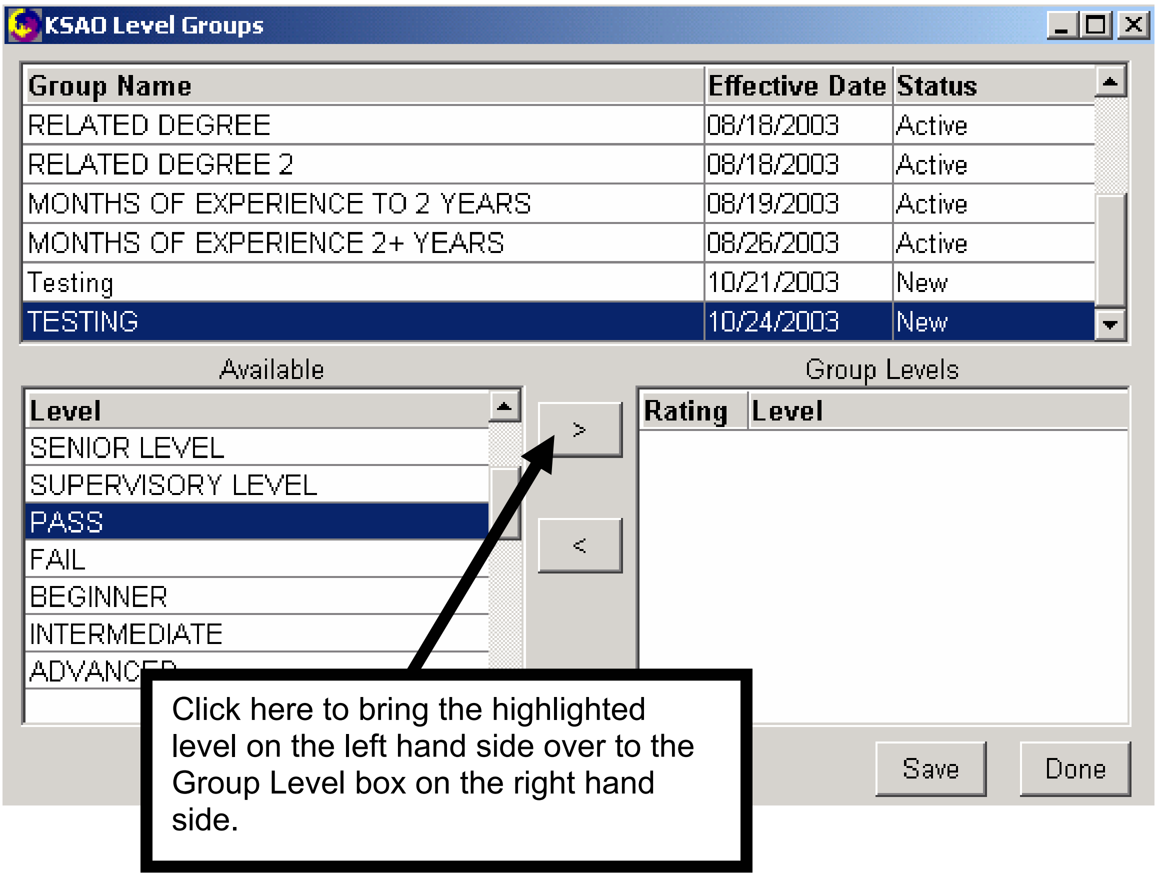
The edit window allows input of the Group Name, Effective Date, and Ended Date. In addition, the staus and creator of the KSAO group can be viewed. Once the information has been entered, click Done to go back to the main screen. Next, follow the steps for **Associating Levels to Group Name**.



KSAO Group Maintenance

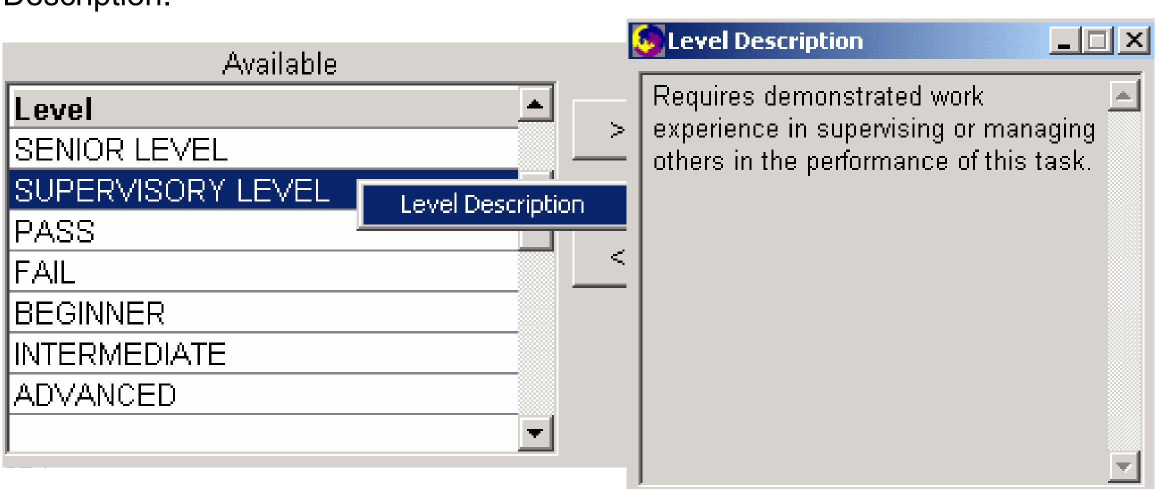
Associating Levels to Group Name

The example below shows that a new Group Name has been added called TESTING. Highlight the TESTING group and select a level listed in the lower lefthand box. Once a Level has been selected, click on the > button to copy that Level to the Group Levels box in the lower righthand side. Select all applicable levels.



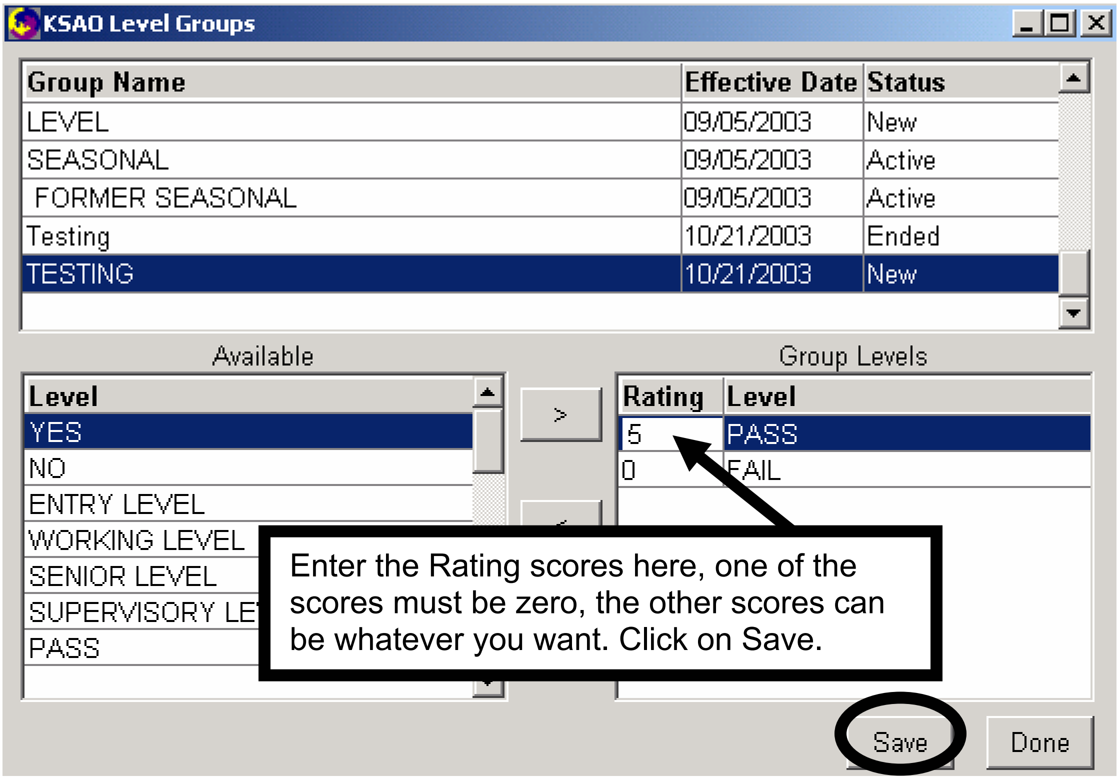
Level Description

Each level has a description to determine whether it is applicable to the Group Name. To view the description, right-click on the highlighted level and click Level Description.



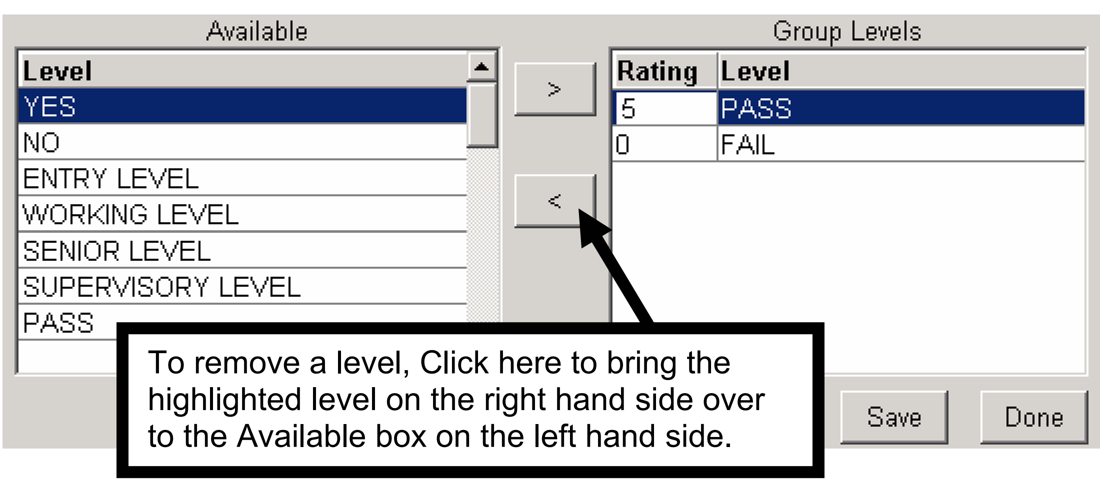
Rating

Once all levels have been selected, input a rating into the rating box for each Level. Ratings can vary such as 0-5, or 0 and 50, or 0-2. The number of levels selected will determine the ratings. One level must always equal zero as this would show that an applicant is not qualified for that KSAO. It is suggested that other rating scores remain lower than 10 so as not to skew the final score.



Removing Levels from Group Name

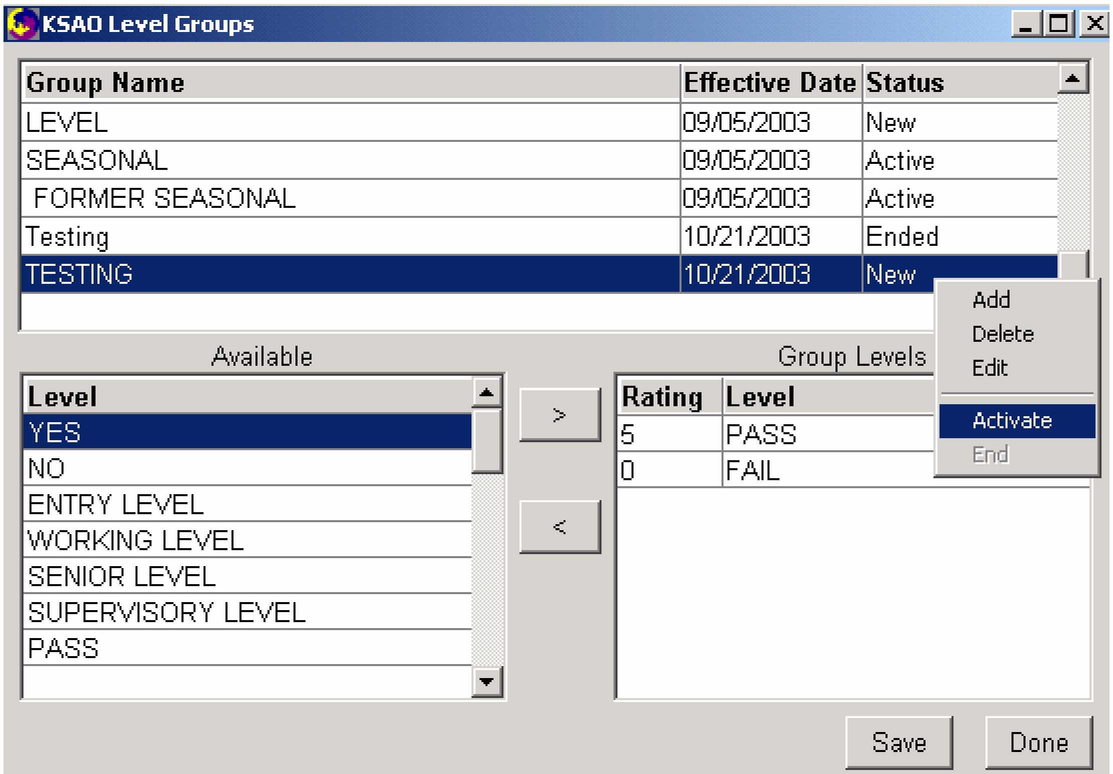
If a Level is copied to the Group Level window, on the lower righthand side, in error, then highlight that level and click on the < button to bring that Level back over to the Level box on the lower lefthand side. Once all the levels and ratings have been added, click the Save button, then click Done.



KSAO Group Maintenance

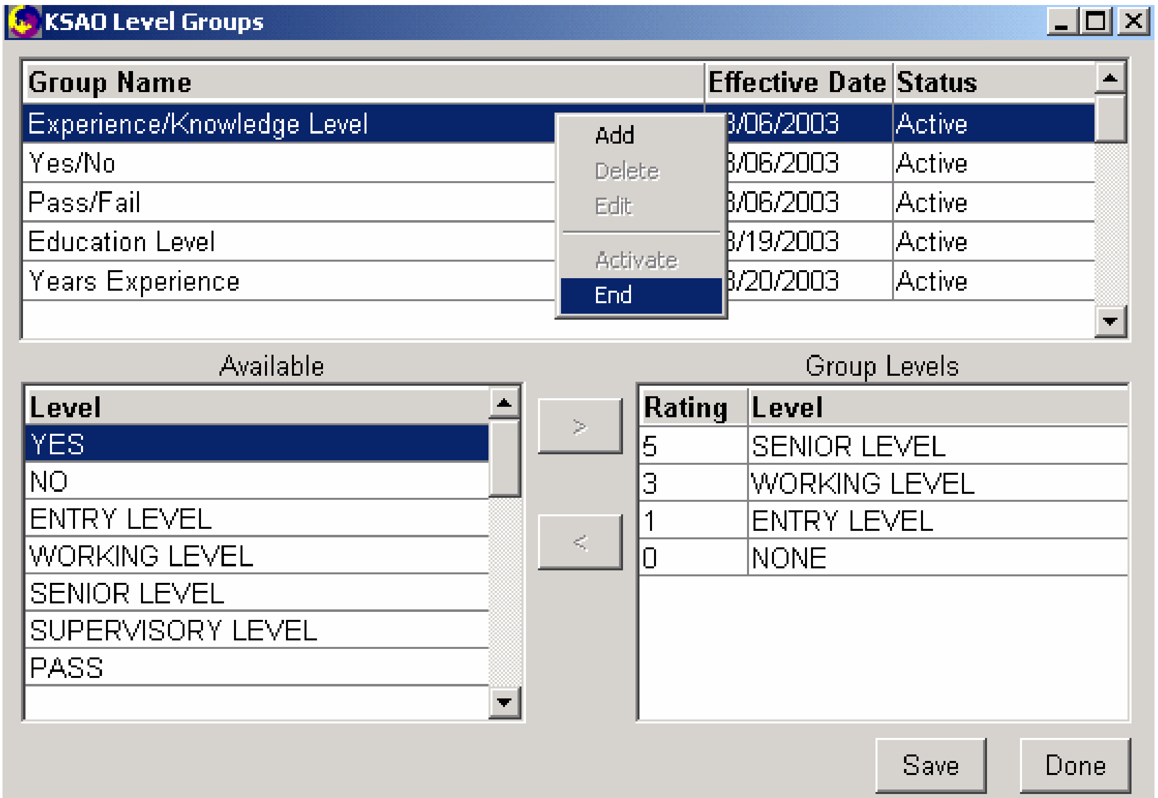
Activating Group Name

Once all levels have been selected and rated, the Group Name should be activated. To activate the Group Name, highlight the group, right-click, and select activate. This will change the Status from New to Active.



Ending Group Name

To end a Group Name, highlight the name, right-click and select End. This will change the Status from Active to Ended.



Reports

What Reports are Available?

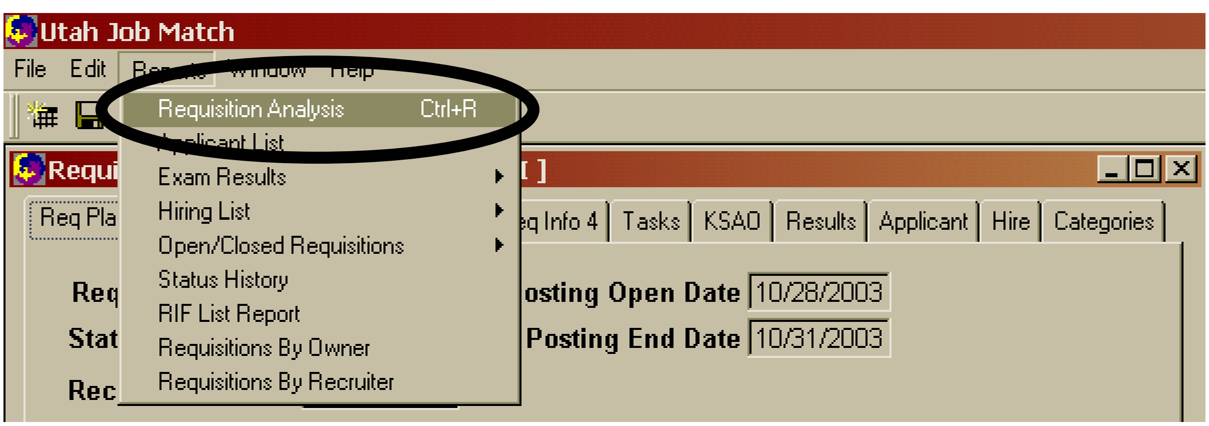
<u>Requisition Analysis</u>

The Requisition Analysis provides an overall picture of the requisition. The Requisition Analysis report displays the following:

- Administrative data (recruiter's name, agency information, etc.)
- Attached positions
- Tasks
- Exams
- KSAOs
- KSAO weights and required/desired designation
- Recruiter's questions/statements and levels attached
- Travel Required, Working Conditions, and On Call Comments
- Recruitment Plan
- Comments

Open the appropriate requisition and select Reports from the main menu bar.

Select Requisition Analysis. The report will open in its own window.

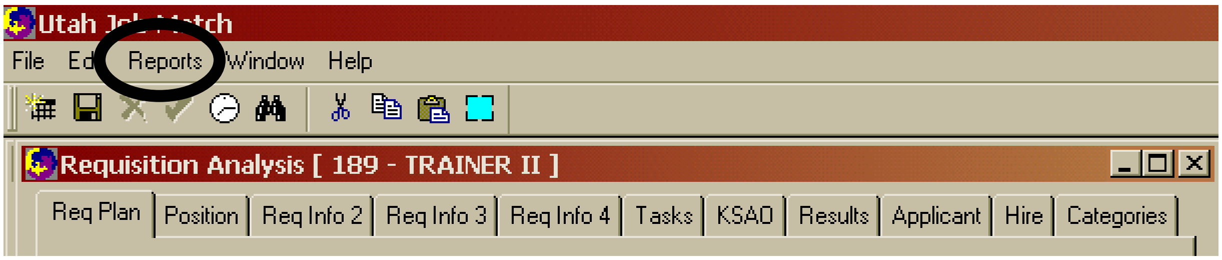


See **How Do I Print a Report?** to print the report.

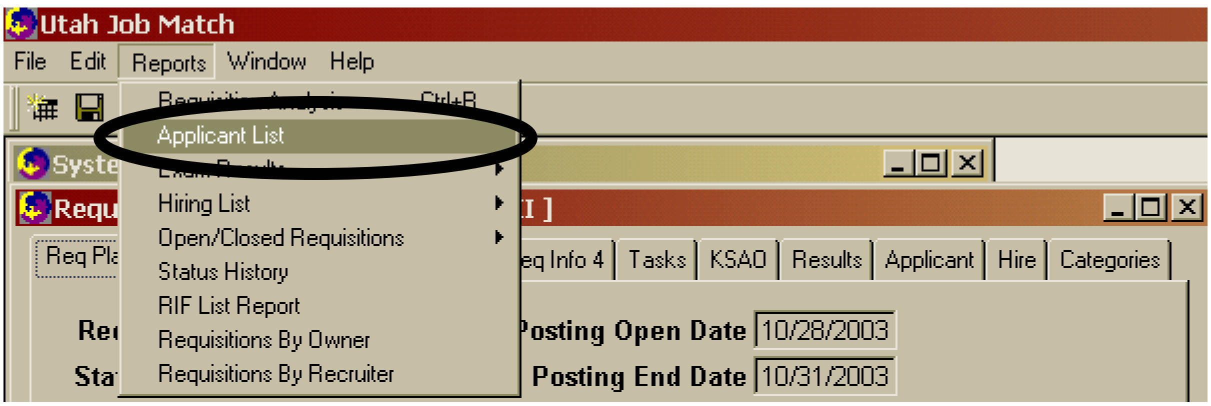
Applicant List

The Applicant List provides a list of the KSAOs and associated rating levels. The list also shows how each applicant's score was computed.

Open the appropriate requisition and select Reports from the main menu bar.



Select Applicant List. The report will open in its own window.



See **How Do I Print a Report?** to print the report.

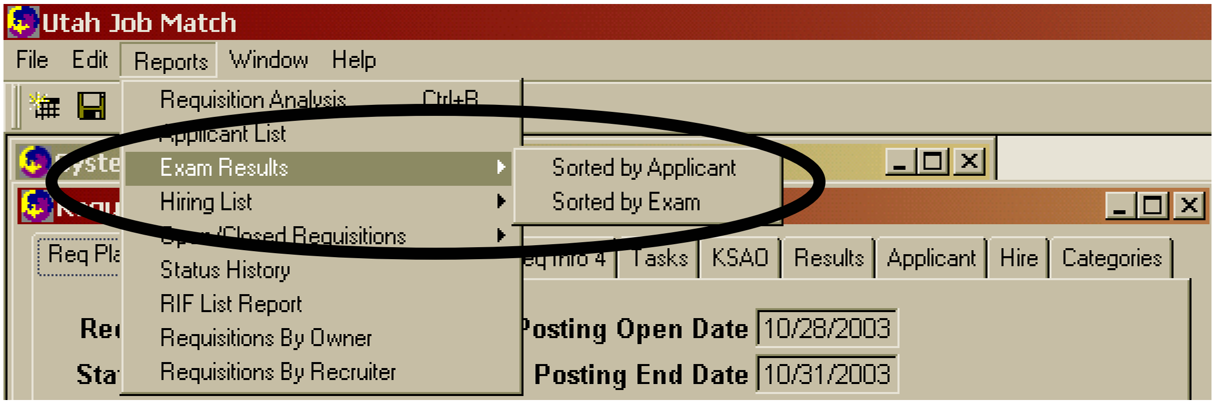
Exam Results

This report is used to view exams and the applicants' exam scores/results. Exam Results may be sorted two different ways, by applicant or by exam. Sorting by applicant lists each applicant, the applicant's exam, and the applicant's results for that exam. Sorting by exam lists each exam, then each applicant, the applicant's results for that exam.

Open the appropriate requisition and select Reports from the main menu bar.

Reports

Select Exam Results and either Sorted by Applicant or Sorted by Exam. The report will open in its own window.



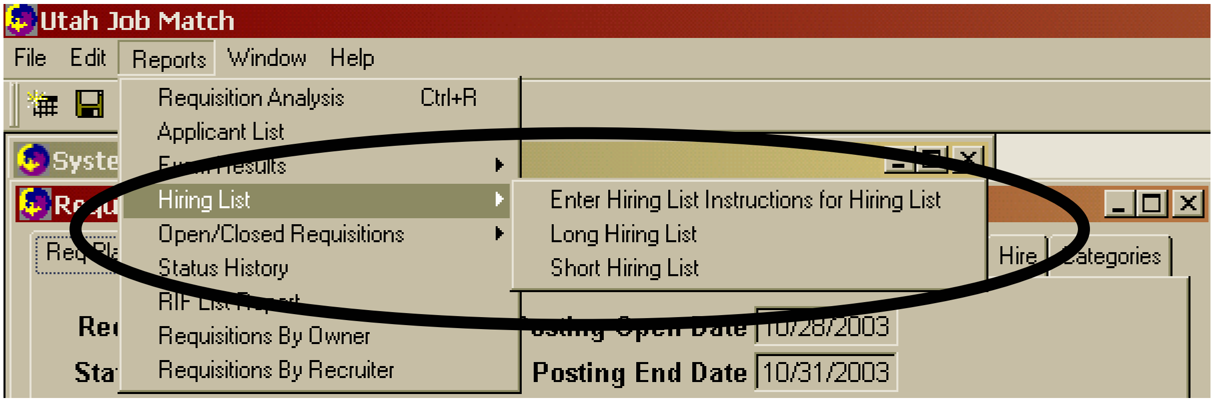
See **How Do I Print a Report?** to print the report.

<u>Hiring List</u>

This is a printed version of the Hiring List created in the Applicant tab. To create a hiring list, see **How Do I Create a Hiring List?**. Two versions of the hiring list are available, the Long Hiring List and the Short Hiring List. A Long Hiring List includes the recruiter's contact information, hiring instructions, RIF instructions, the applicants on the hiring list, applicant profile information, and each applicant's answers to the online application questions. The Long Hiring List allows the hiring manager to view the applicants' resumes, if submitted, and any other supporting documentation provided on the online application. The Short Hiring List includes, the recruiter's contact information, hiring instructions, RIF instructions, the applicants on the hiring list and contact information for applicants.

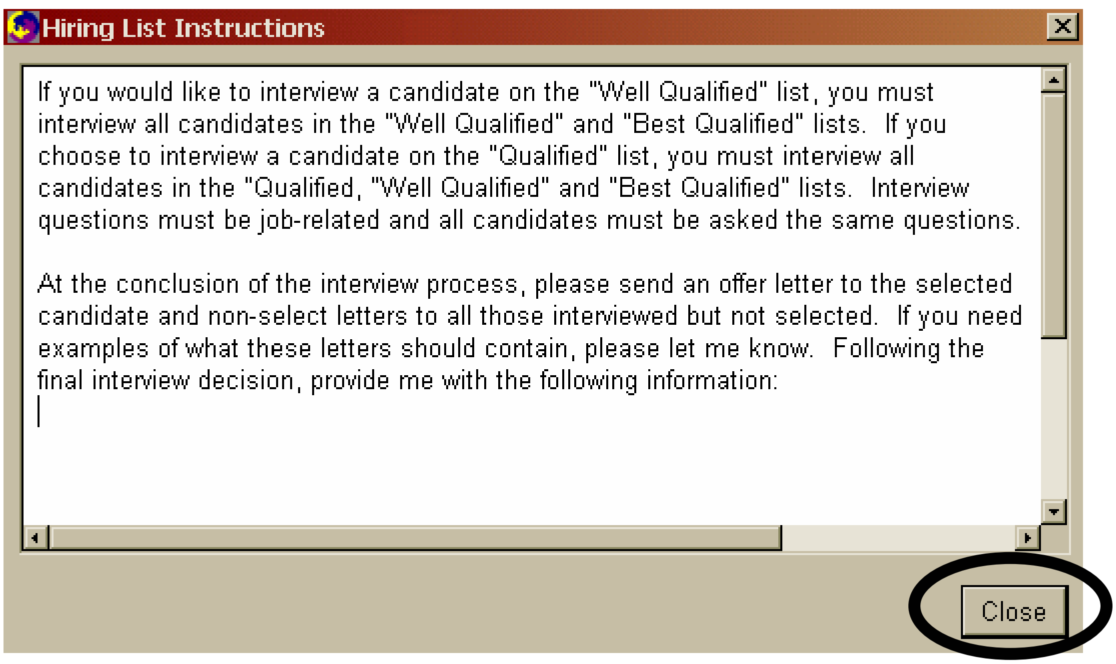
Open the appropriate requisition and select Reports from the main menu bar.

There are three choices: Enter Hiring List Instructions for Hiring List, Long Hiring List, and Short Hiring List.



Enter Hiring List Instructions for Hiring List

Choose Enter Hiring List Instructions to provide directions and information to the hiring official. Type or cut and paste information in the Hiring List Instructions window. Press Enter or click on Close when finished.



Long Hiring List

After entering Hiring List Instructions, open the appropriate requisition and select Reports from the main menu bar. Choose Long Hiring List and the report will open in its own window.

Reports

See **How Do I Print a Report?** to print the report.

<u>Short Hiring List</u>

After entering Hiring List Instructions, open the appropriate requisition and select Reports from the main menu bar. Choose Short Hiring List and the report will open in its own window.

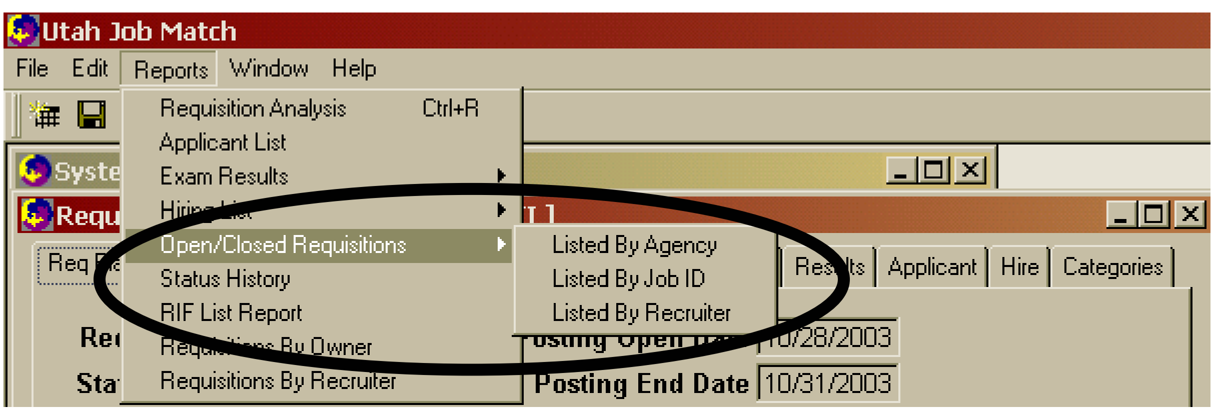
See **How Do I Print a Report?** to print the report.

<u>Open/Closed Requisitions</u>

The Open/Closed Requisition reports will show the number of requisitions and the number of days between requisition statuses for a selected range of statuses. For example, a report will show all requisitions with the requested criteria (agency, recruiter, date range, etc.) and the number of days between the chosen statuses.

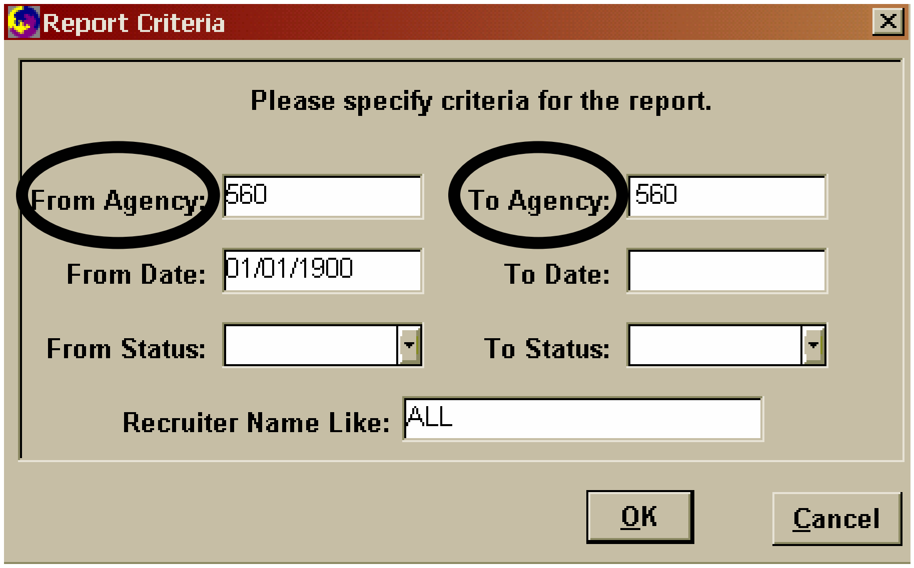
Open the appropriate requisition and select Reports from the main menu bar.

Select Open/Closed Requisitions. Choose to run the report by Agency, Job ID or Recruiter. Since the Listed by Agency, Job ID, and Recruiter reports work the same, this manual discusses only the Agency report.

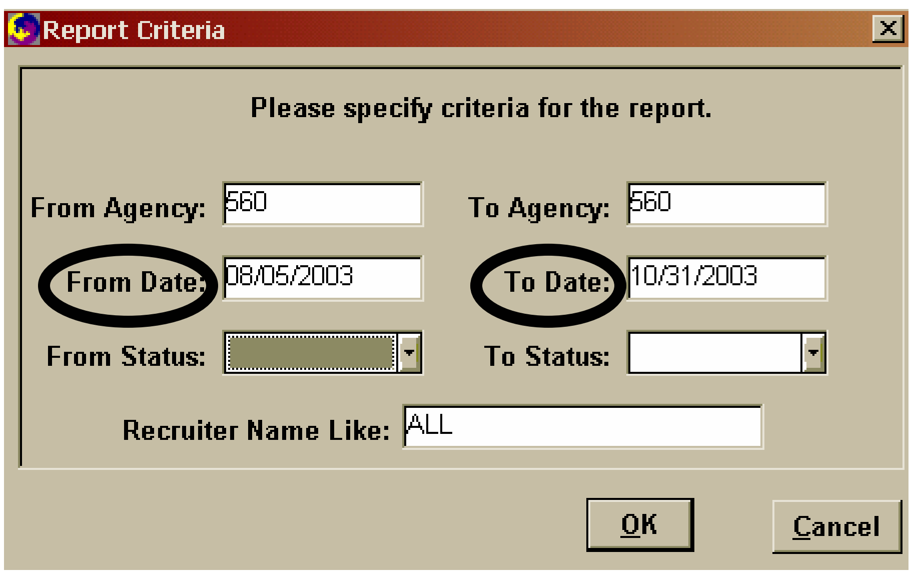


After selecting Listed By Agency, the Report Criteria window will open.

Enter the range of agency numbers in the From Agency and To Agency fields to run the report. (Your security access will determine which agencies you have access to.) If only one agency is desired, enter the same agency number in the From Agency and To Agency fields.



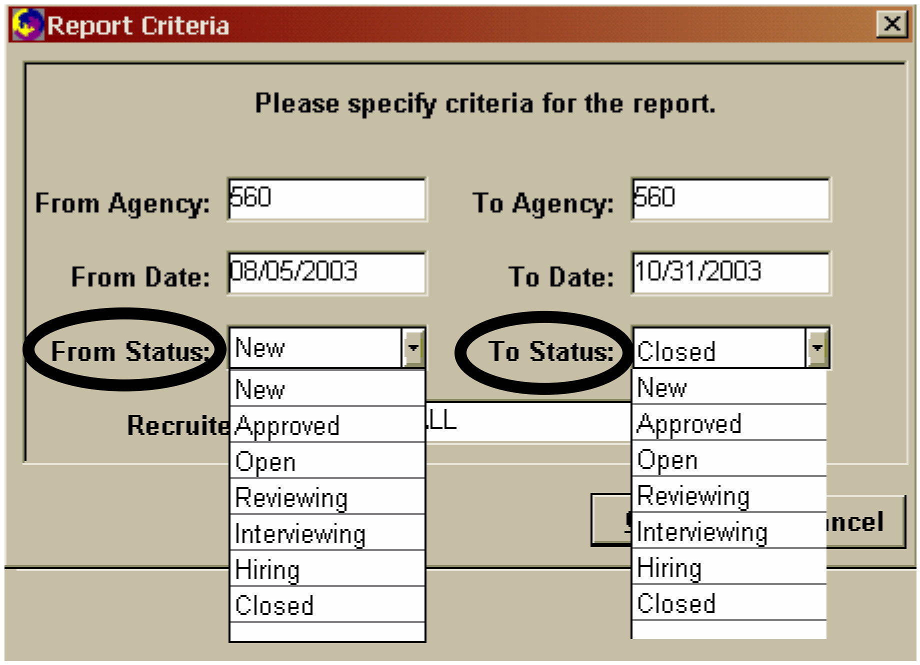
Enter a date range in the From Date and To Date fields for requisitions to be viewed.



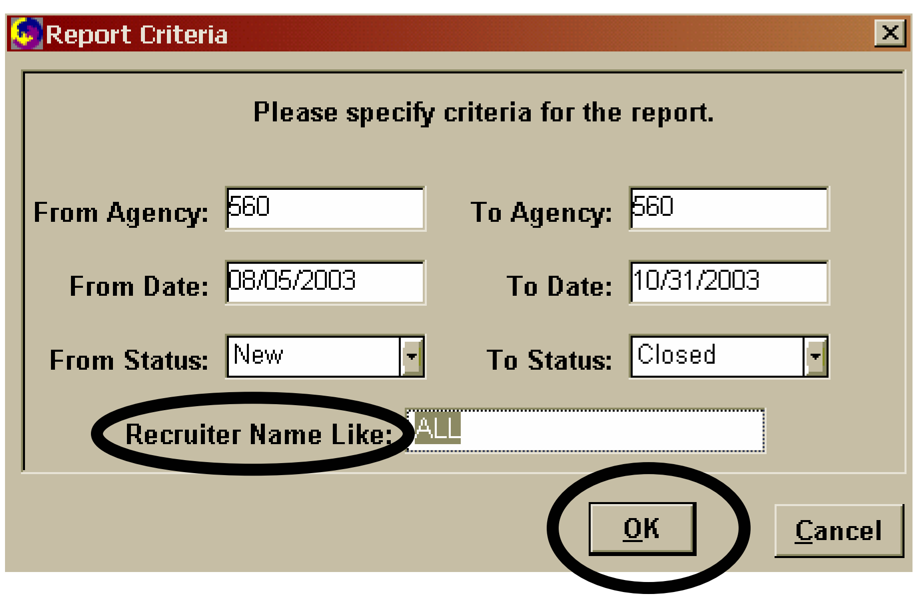
Reports

Enter a range of statuses in the From Status and To Status fields. If only one status is desired, enter the same status in both fields.

This report would show all closed requisitions in the Department of Natural Resources, between August 5, 2003 and October 31, 2003 and the number of days between the time the requisition's statuses were New and Closed.



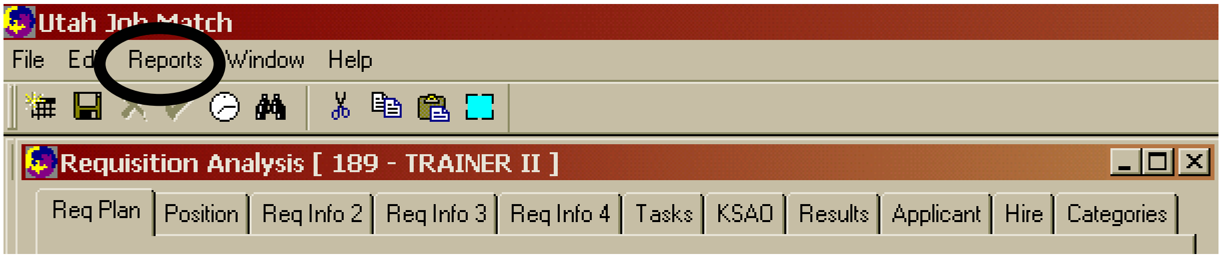
Enter the recruiter's name in the Recruiter Name Like field. The name does not need to be exact. For example, if the recruiter's name is Billy and you enter Bill, it will still find the recruiter's requisitions. To bring up all recruiters' requisitions that you have security access to view, enter ALL. Click OK. The report will open in its own window.



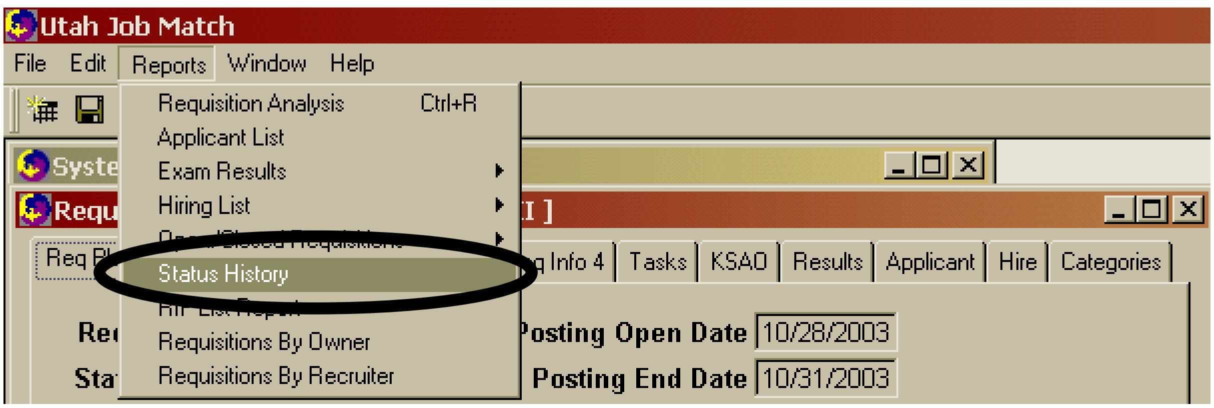
See **How Do I Print a Report?** to print the report.

Status History

Open the appropriate requisition and select Reports from the main menu bar.



Select Status History. The report will open in its own window.



See **How Do I Print a Report?** to print the report.

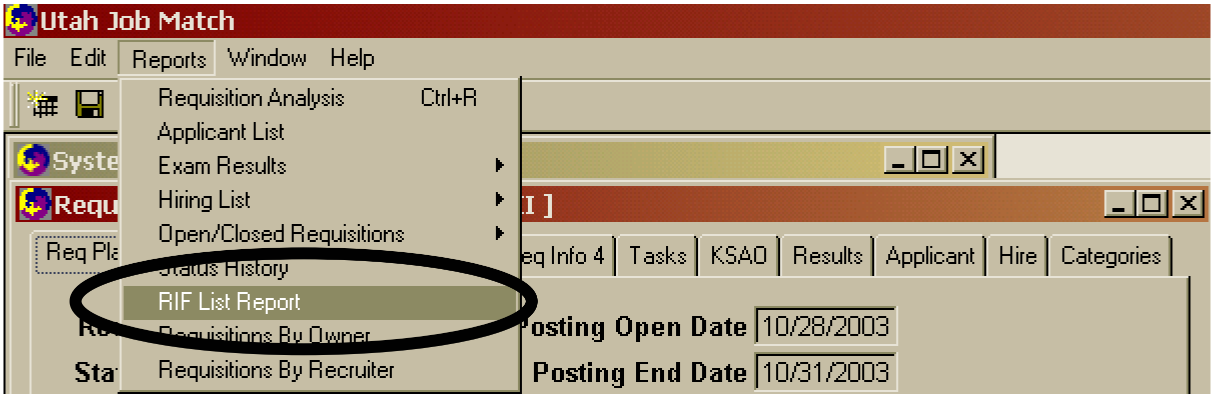
RIF List Report

This is a report version of the Reappointment Register.

Open any requisition and select Reports from the main menu bar. (A requisition must be open to make the Reports option available.

Reports

Select RIF List Report. The report will open in its own window.



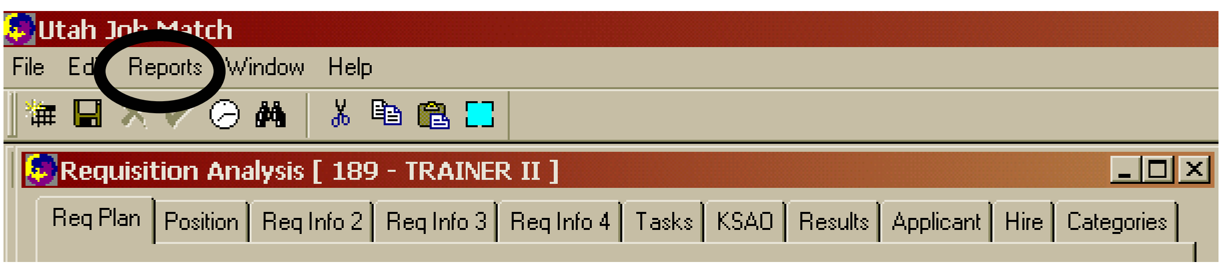
See **How Do I Print a Report?** to print the report.

Requisitions by Owner

The Requisitions by Owner report lists all requisitions for a selected owner/user ID. The report lists:

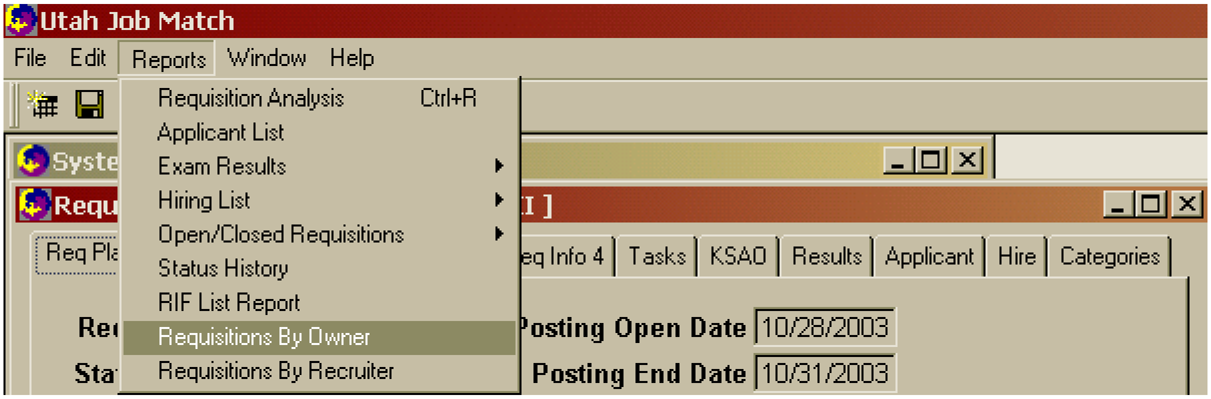
- Recruiter
- Requisition id number
- Schedule code
- Job id and job title
- Requisition status
- Date Created
- Requisition Type
- Number of Positions

Open any requisition and select Reports from the main menu bar. (A requisition must be open to make the Reports option available.

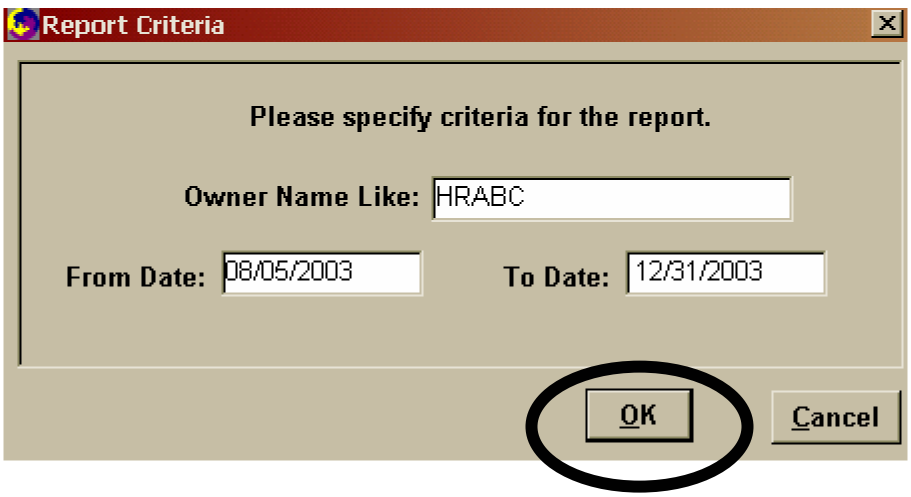


Reports

Select Requisitions By Owner. This opens the Report Criteria window.



Enter the owner's User ID and a date range desired.

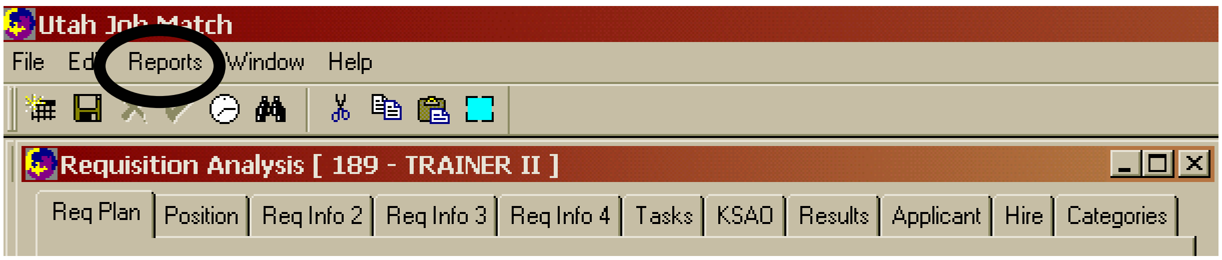


Click OK and the report will open in its own window. See **How Do I Print a Report?** to print the report.

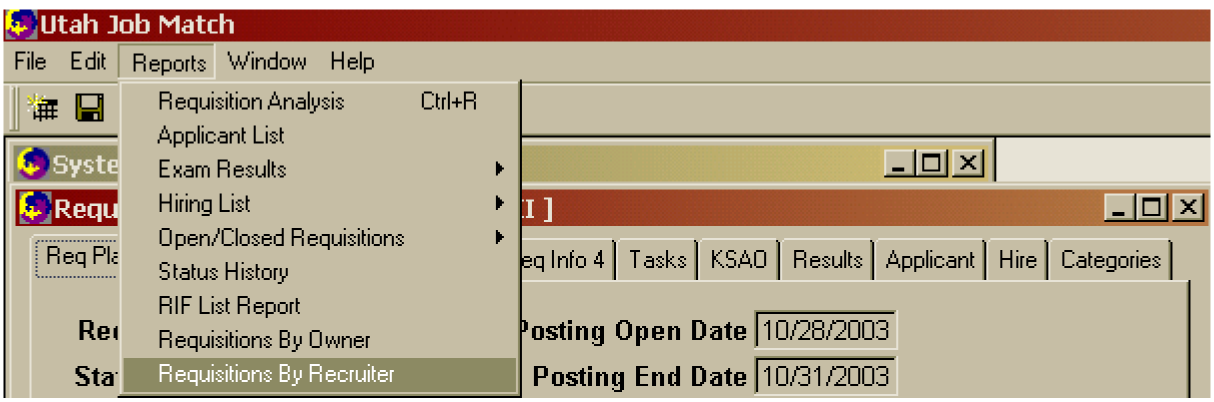
Requisitions by Recruiter

Enter the recruiter's name in the Recruiter Name Like field. The name does not need to be exact. For example, if the recruiter's name is Billy and you enter Bill, it will still find the recruiter's requisitions. To bring up all recruiters' requisitions that you have security access to view, enter ALL. Click OK. The report will open in its own window.

Open any requisition and select Reports from the main menu bar. (A requisition must be open to make the Reports option available.

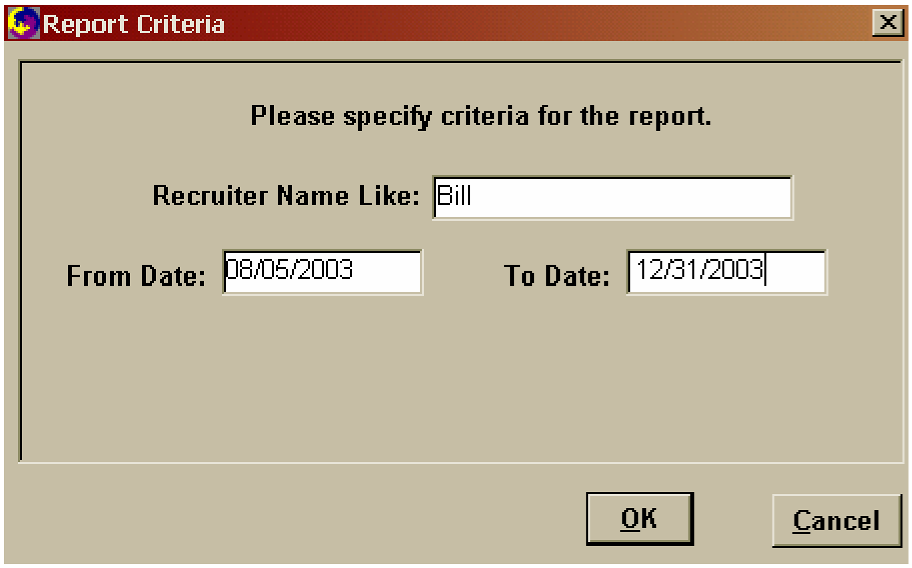


Select Requisitions By Recruiter. This opens the Report Criteria window.



Reports

Enter the recruiter's name in the Recruiter Name Like field. The name does not need to be exact. For example, if the recruiter's name is Billy and you enter Bill, it will still find the recruiter's requisitions. To bring up all recruiters' requisitions that you have security access to view, enter ALL. Enter the desired date range to view. Click OK. The report will open in its own window.



See **How Do I Print a Report?** to print the report.

How Do I Print a Report?

While the report window is open, click on the print button.

How Do I Email a Report?

First open the report to be emailed. Use a program such as Adobe Distiller or Adobe Acrobat to change the report to a pdf format. Save the pdf file and email it as an attachment.

Security

Obtaining Access to Utah Job Match Recruitment

Users must complete a security form and obtain the necessary signatures to be granted security access to the Utah Job Match Recruitment system. The security form is separate from the HRE and Utah Job Match Job & Position security access form.

How to Complete a Security Access Form

Either use the copy of the security access form provided in the training class or download the Utah Job Match Recruitment Security Access from www.dhrm.utah.gov under Human Resources, HR Forms, and then HRE/UJM Forms.

1. Complete the Agency/Department, Division, and Date Requested Fields. Then select a Request Type. Select new for a new user, delete to delete a user, and Change to simply change some aspect of the user's security access (such as org ranges under Access Information).

Agency/Department	Division	Date Requested

Request Type
☐ New
☐ Delete
☐ Change

Type of Change
☐ Name
☐ User ID
☐ Other ______________________

2. Next, complete the User Information box. The user's ID and password are the same ID and password used for UJM Job & Position and/or HRE.

User Information			
User ID:	____________	Note: This is the same user ID you use for Job & Position and/or HRE.	
Name:	____________	Title:	____________
Phone:	____________	Employee ID #	____________

3. **For HRE and/or UJM Job and Position User's:** A user's security access to UJM Recruitment will be the same agency and org range as their security access to HRE and/or UJM Job & Position. To change security access to agency and org ranges, submit a new HRE Security Access form. Users **cannot** change agency and org range access with a UJM Recruitment Security Access Request Form.

   For UJM Recruitment Users only: Complete this section. The user may have multiple org ranges as in the example below. To have access to all orgs within an agency, use org range 0000 to 9999.

Access Information

If you have access to HRE and/or UJM Job & Position, your agency and org ranges will be the same. DO NOT COMPLETE THIS SECTION!!! Information entered below will be disregarded. To change your agency and org range access, complete a new HRE Security Access Request Form.

If you are a UJM Recruitment User only, please complete this section.

Agency #:	140	Low Orgs or Ranges:	0000-9999
Agency #:	950	Low Orgs or Ranges:	1500-3000
Agency #:	950	Low Orgs or Ranges:	3100-3900

4. Ensure that all signatures are complete before submitting the form. The only situation that all signatures are not required is when the HR Director is the employee's supervisor. In this case, the Employee Signature and HR Director Signature will suffice.

Signatures

I understand the Utah Job Match Recruitment system is considered to be private and confidential. It is a breach of security to divulge logon ID and password information. Failure to maintain the confidentiality of data, logon ID, and password could result in the removal of access to the system and/or disciplinary action.

Employee Signature	Date	Print Supervisor Name
Supervisor Signature	Date	Department HR Director Signature

Security

5. Next, select the desired Role(s). A user may have more than one role.

User – a typical recruiter needing standard access to inquire, create and update in order to carry out recruitment activities
Requisition Approver – a user designated by the agency who will approve requisitions ready to be posted online
Read-only – a user who does not normally perform recruitment activities but needs read only access to requisition analyses or other data

DHRM Only

Administrator – a user with access to all functions which may include granting and editing user security access, maintaining the Reappointment Register, maintaining Public KSAO levels, and other administrator functions.
DHRM User – user at DHRM performing recruitment activities, assisting agency users, and has the ability to add a RIF to any requisition

Access Options				
Roles *(Choose all that apply)*				
User	☐			
Requisition Approver	☐			
Read-only	☐			
DHRM Only	☐			
Administrator	☐			
DHRM User	☐			
Activities for each role (Choose all that apply)	**Inquire**	**Update**	**Create**	**Delete**
Requisition Analysis	☐	☐	☐	☐
Requisition Approval	☐	☐	☐	☐
KSAO Group Level Maintenance	☐	☐	☐	☐
	☐	☐	☐	☐
DHRM Only	☐	☐	☐	☐
Change Requisition Owner	☐	☐	☐	☐
Reappointment Register	☐	☐	☐	☐
KSAO Public Group Maintenance	☐	☐	☐	☐
KSAO Level Maintenance	☐	☐	☐	☐

Security

Inquire – This allows the user to view information entered in UJM.

Update – Users will be able to update information that is already created in UJM. (Users can only change information that they created).

Create – Users can create new Requisition Analyses.

Delete – This will allow users to delete information created in UJM.

6. This section is for the system administrator to track the users security access history.

DHRM Use Only

Does the User have required training? ☐ Yes Class ID ________________ ☐ No Referred to __________________

What action was taken: ☐ Add User ☐ Change or Add Orgs ☐ Change Roles ☐ Change Activities ☐ Denied

System Administrator Signature____
Date____________________

Deleted User: By:________________________ Date_____________________

Security Access Changes

To change security access, the user must send a new security access form to request the change. Because auditors only allow DHRM to maintain one active security form for each user, the new security form must contain all access information, not just the new changes. For example, if a user has security access to Agency 100 Orgs 1000 -2000 and now needs access to Agency 100 Orgs 3000-4000 in addition, the security form must list both Agency 100 Orgs 1000-2000 and Agency 100 Orgs 3000-4000. See the sample below.

Access Information

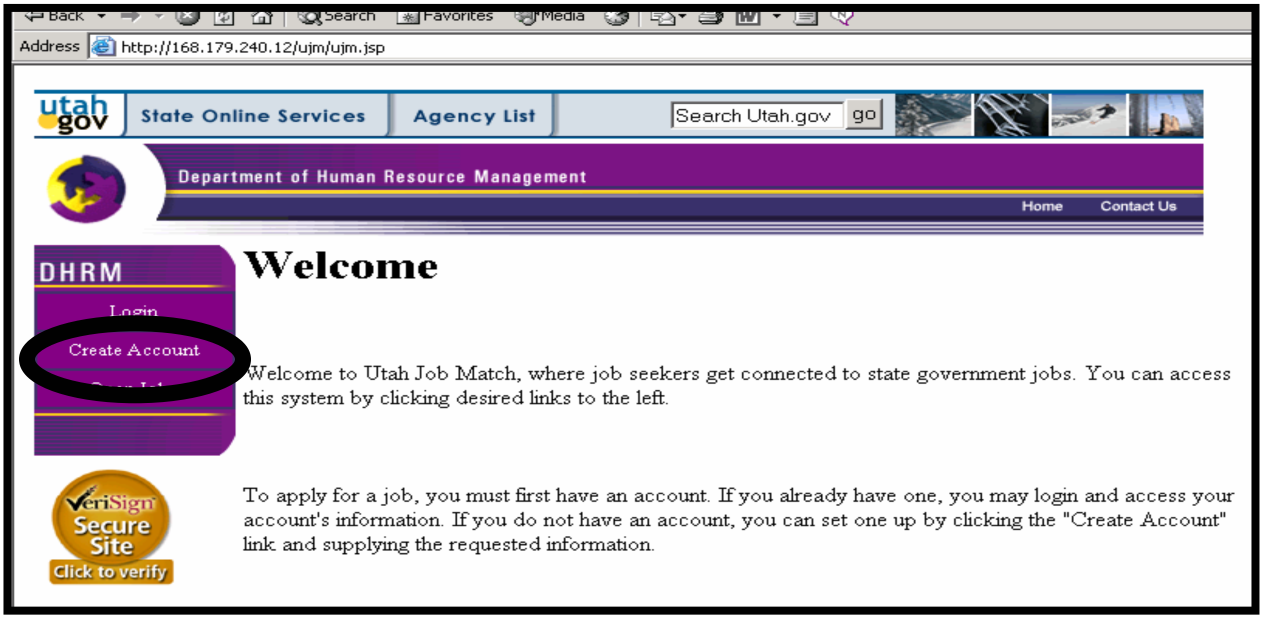
		Home Org #	100
Agency #:	100	Low Orgs or Ranges:	1000-2000
Agency #:	100	Low Orgs or Ranges:	3000-4000
Agency #:		Low Orgs or Ranges:	
Agency #:		Low Orgs or Ranges:	

Agency #:		Low Orgs or Ranges:	

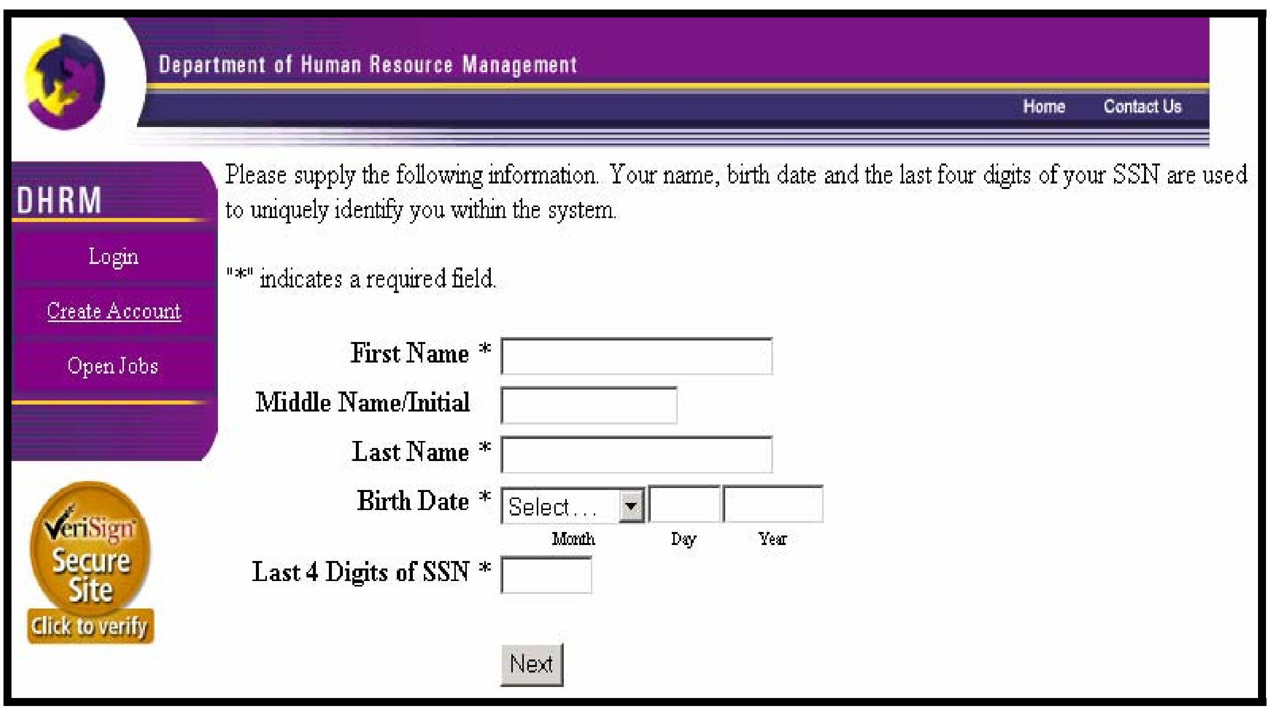
Utah Job Match Online
Create Account

How Do I Create an Account?

Log onto the internet and go to www.statejobs.utah.gov. If this is your first visit to the web site, click Create Account.

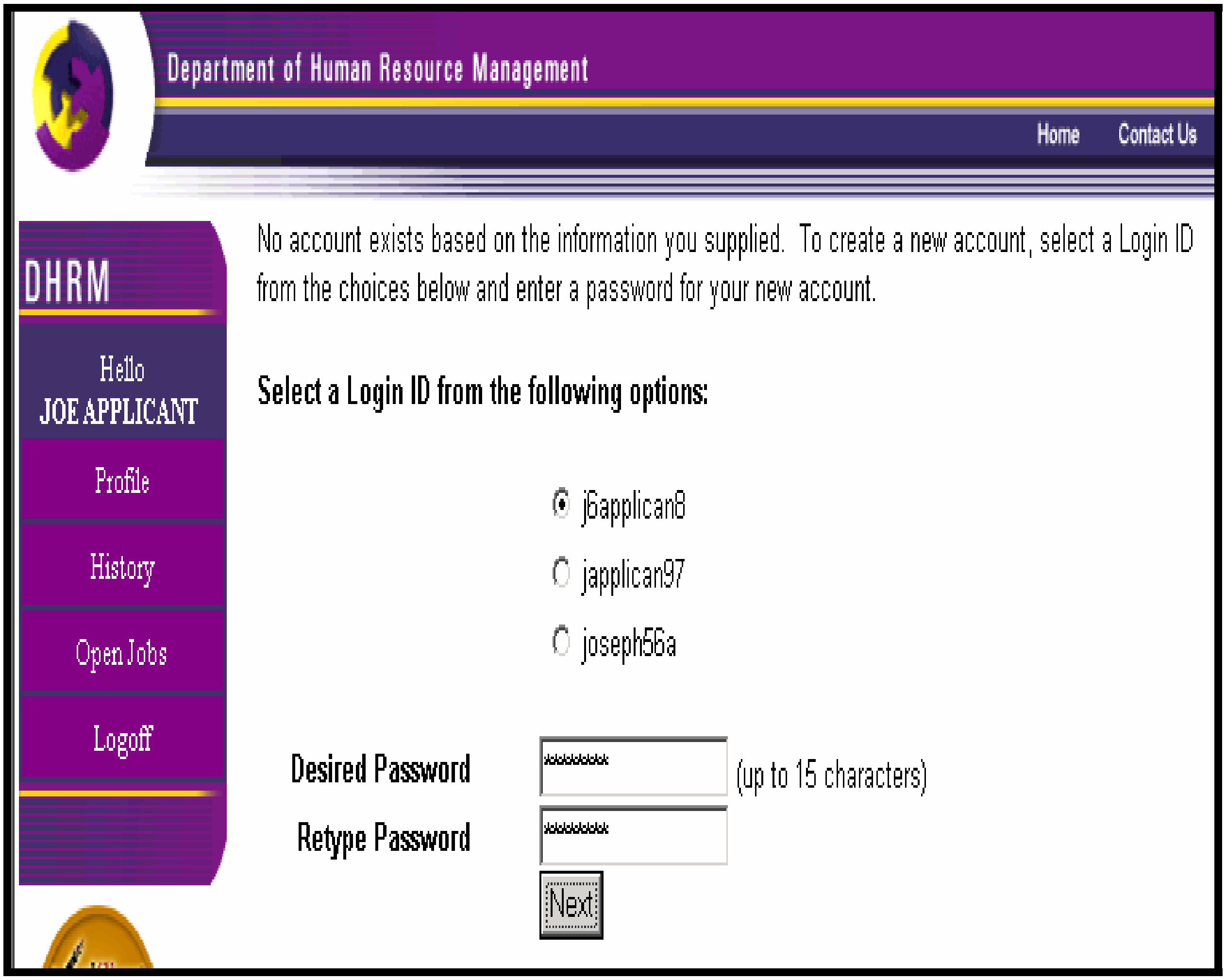


Enter the following information: First Name, Middle Name/Initial, Last Name, Birth Date and Last 4 Digits of SSN (Social Security Number). Click Next.



Utah Job Match Online
Create Account

Select a Login ID from the provided options and type in the desired password. Retype the password and click Next.



Complete Account and Contact Information

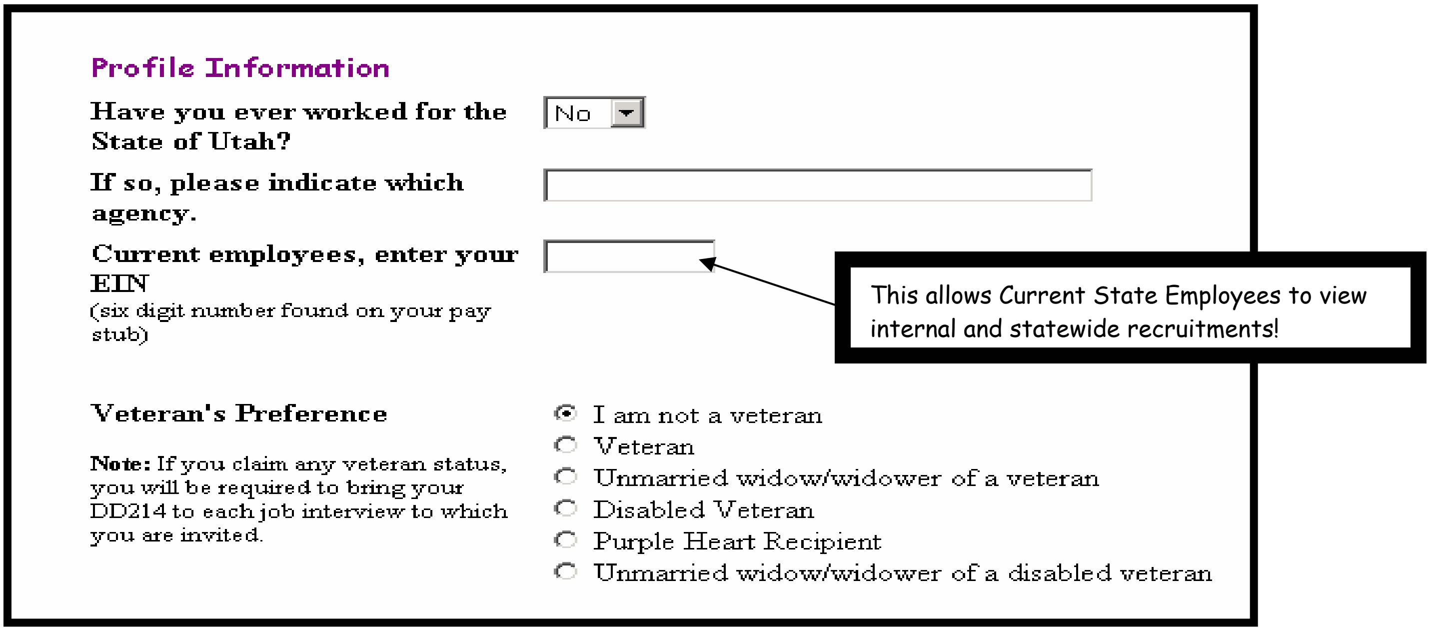
- Address Line 1
- Address Line 2
- City
- State
- Zip Code
- Day Phone Number
- Evening Phone Number
- E-Mail

To change your last name, click on Last Name Changed?

Utah Job Match Online
Create Account

Complete Profile Information

- Current/Previous State of Utah employee?
  - If yes, choose yes and enter the last agency of employment.
  - Current State Employees – enter your Employee Identification Number to view internal and statewide recruitments.
- Veteran's preference
- Conviction Information
- Citizenship/Eligibility Information



Profile – Conviction and Citizenship/Eligibility Information

If the job seeker has not been convicted of a misdemeanor or felony answer No. If yes, explain in the field provided. Answer Yes or No if the job seeker is a U.S. citizen or eligible to work in the U.S. Read the conditions of creating an account and check the box to indicate the understanding of these conditions before continuing.

Have you ever been convicted of a Misdemeanor? If so, explain. No

Have you ever been convicted of a Felony? If so, explain. No

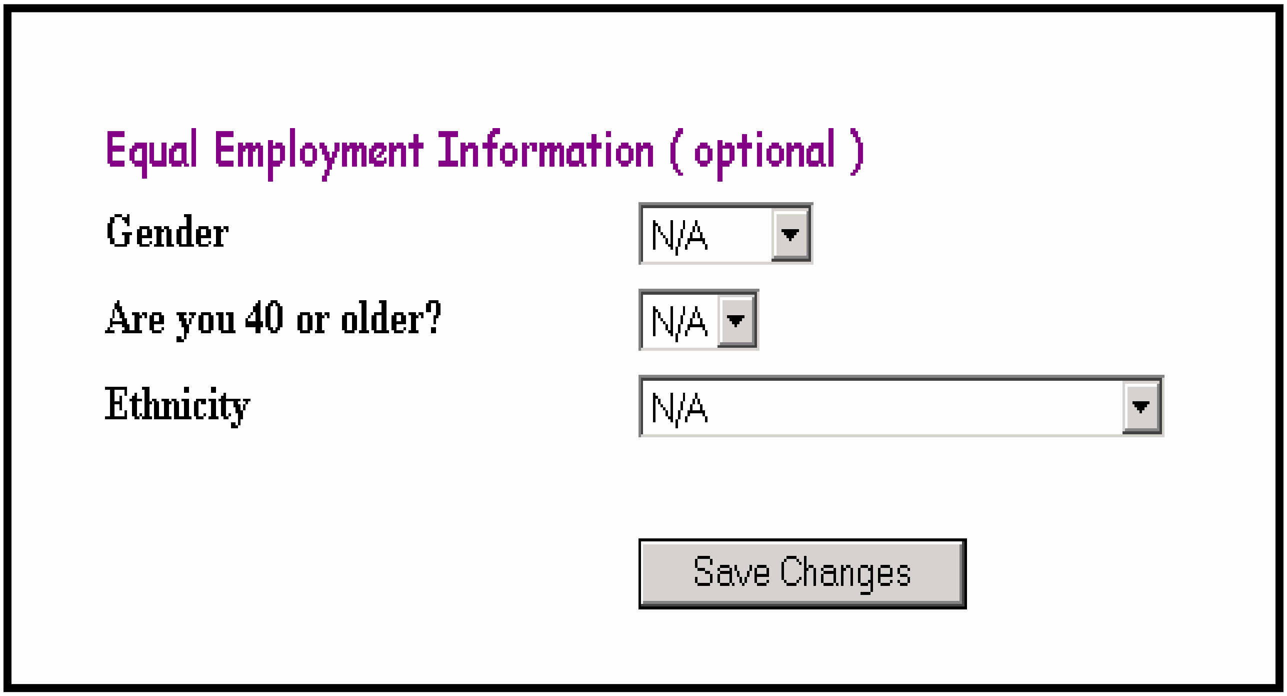
Are you a citizen of the U.S.? Yes

Are you eligible to work in the U.S.? Yes

By creating this account, I affirm that the applicant profile, submitted resume and any additional documentation contain no misrepresentation or falsification and that the information is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such misrepresentation or falsification, I will be disqualified from further consideration or, if employed by a State agency, I may be terminated from employment. I further authorize any of my employers or references to give the Director of the Department of Human Resource Management or any hiring State agency any private or confidential information concerning my employment record. If considered for law enforcement positions; or positions involving care, custody, or control of children or vulnerable adults; fiduciary trust; or national security, then I hereby authorize the State of Utah to conduct a thorough background investigation in any and all aspects of activities, convictions and criminal record. I hereby release your organization or any other agency involved in releasing this information from any civil or criminal liability arising under the Federal Rights and Privacy Act or other applicable State statutes. You may be required to undergo drug testing as a condition of employment for safety sensitive positions. All state employees are subject to drug or alcohol testing at any time based on reasonable suspicion.

☑ I have read and understand these conditions

Equal Employment Information (optional)
Equal Employment Information is optional. The information provided is confidential and used for reporting purposes. Select gender: Male/Female Age 40 or older: Yes/No Ethnicity: N/A, Black, Caucasian, American Indian/Alaskan Native, Asian/Pacific Islander, Hispanic.

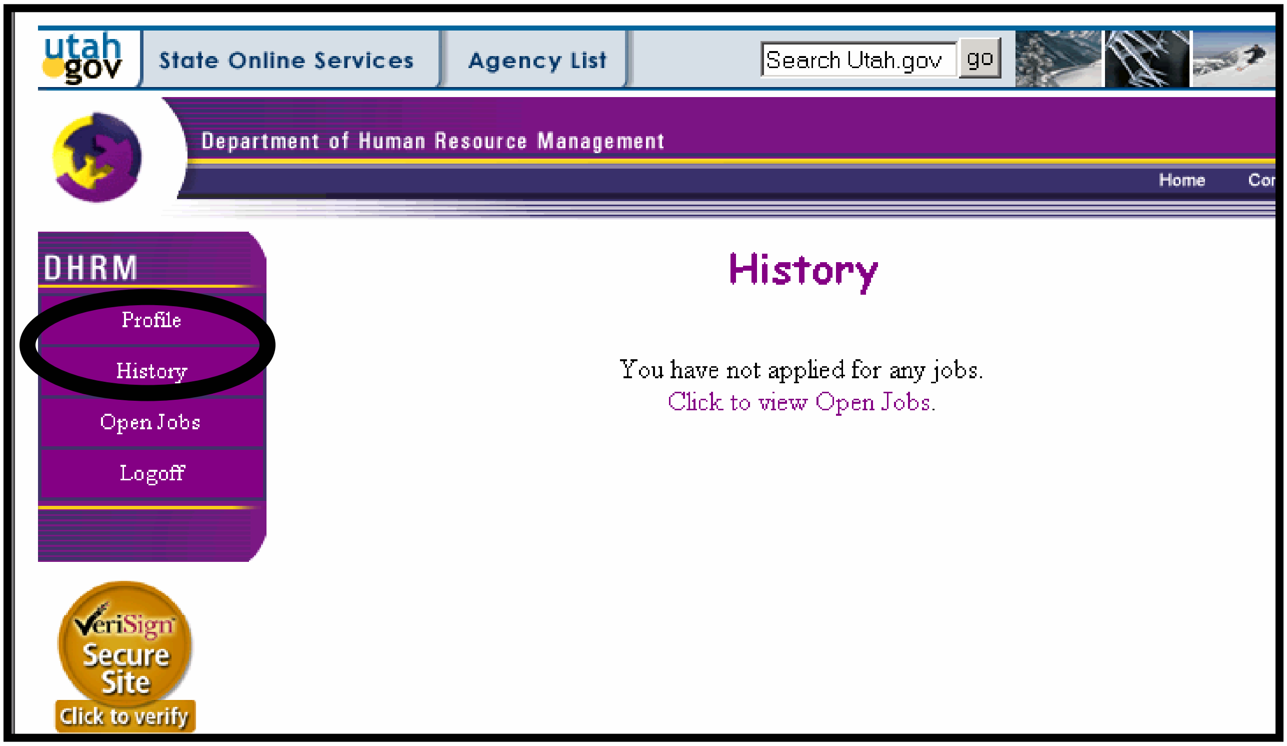


Click Save Changes to save the information provided.
Note: Once an account has been created, job seekers are able to view and edit their Profile, Application History and Open Jobs Information. Only one account must be created regardless the number of jobs applied for.

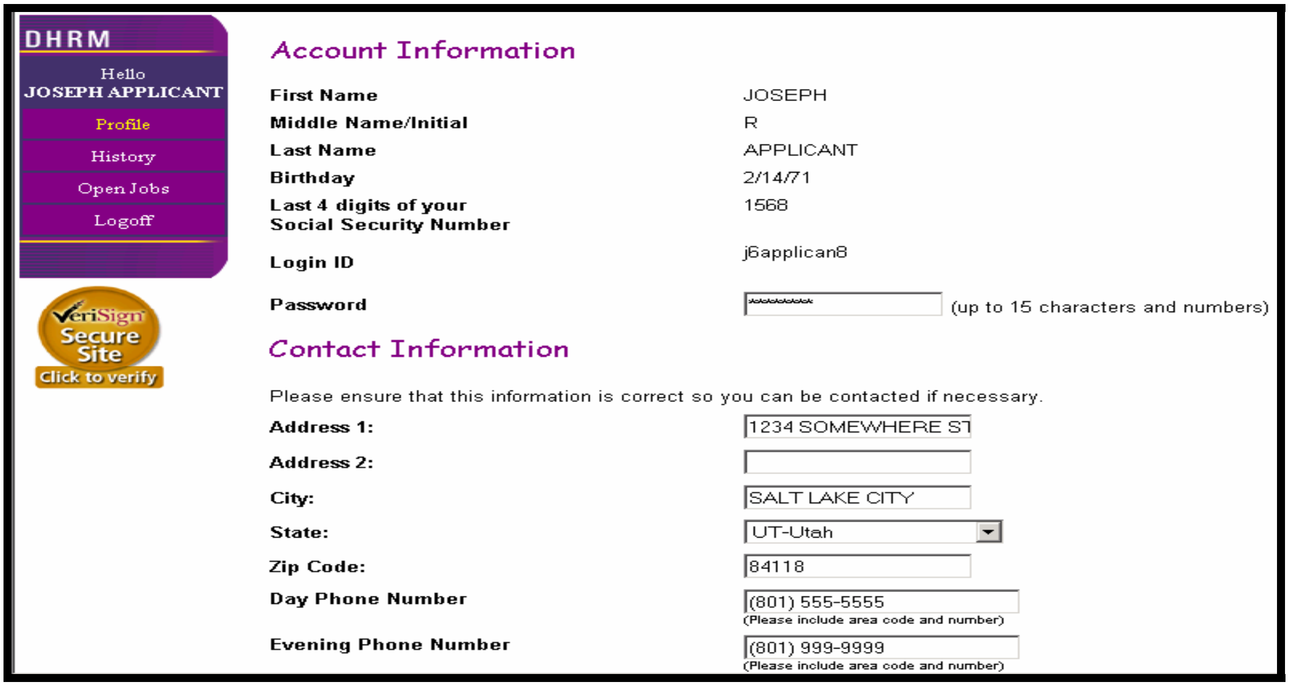
How Do I View or Change My Profile?

Profile

The Profile window shows the job seeker's Account Information which includes Name, Birth Date, and the last four digits of SSN, Contact Information, Profile Information and Equal Employment Information. The information on the Profile window can be updated by the job seeker by logging into their account using the Login ID and Password that was created. To save changes to the account, click OK.



Profile Information



DHRM

Hello
JOSEPH APPLICANT

Profile
History
Open Jobs
Logoff

VeriSign Secure Site Click to verify

Account Information

First Name	JOSEPH
Middle Name/Initial	R
Last Name	APPLICANT
Birthday	2/14/71
Last 4 digits of your Social Security Number	1568
Login ID	j6applican8
Password	******** (up to 15 characters and numbers)

Contact Information

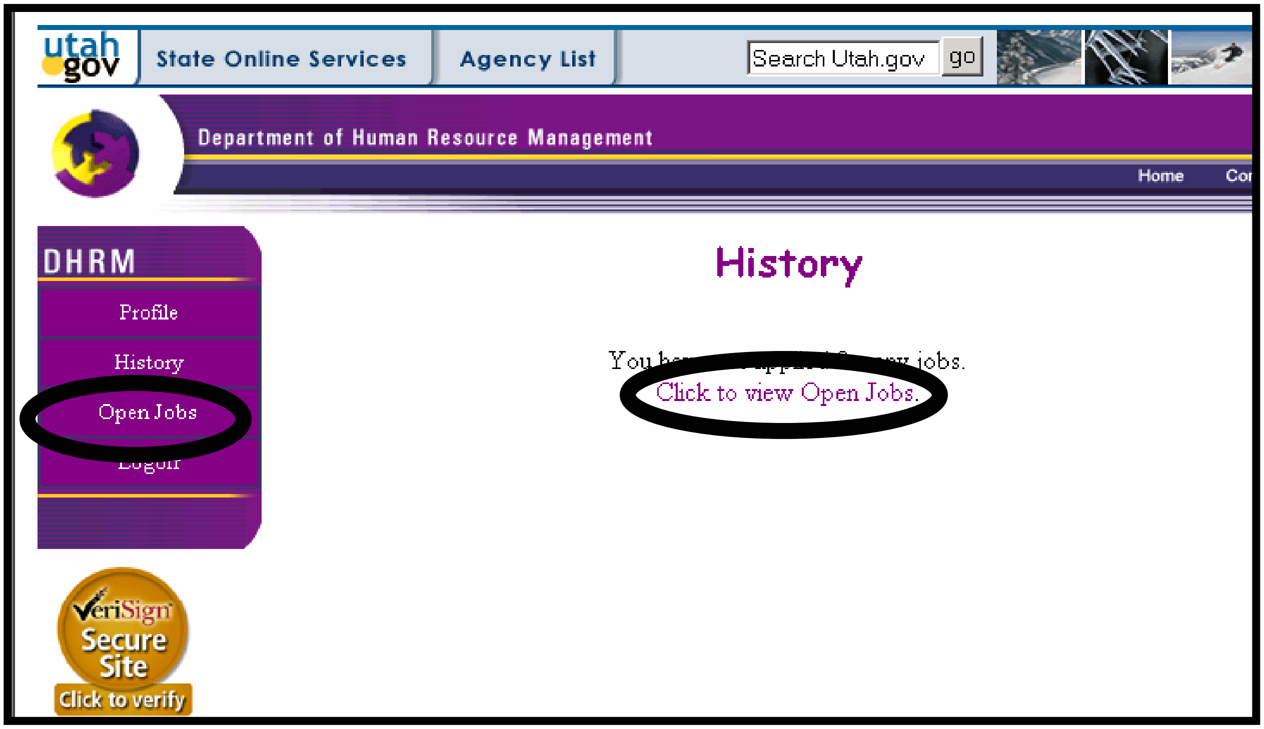
Please ensure that this information is correct so you can be contacted if necessary.

Address 1:	1234 SOMEWHERE ST
Address 2:	
City:	SALT LAKE CITY
State:	UT-Utah
Zip Code:	84118
Day Phone Number	(801) 555-5555 (Please include area code and number)
Evening Phone Number	(801) 999-9999 (Please include area code and number)

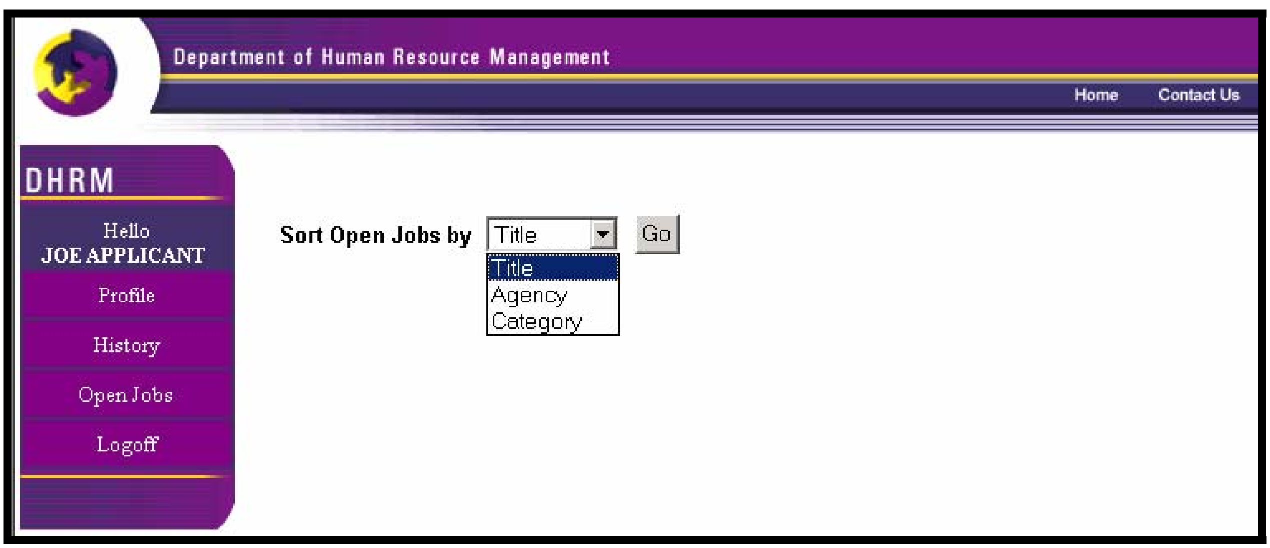
How Do I View Open Jobs?

Open Jobs

Click on Open Jobs or Click to view Open Jobs to view available jobs. Open jobs can be sorted by: Title, Agency or Category and clicking "Go". This will create an Open Jobs List.

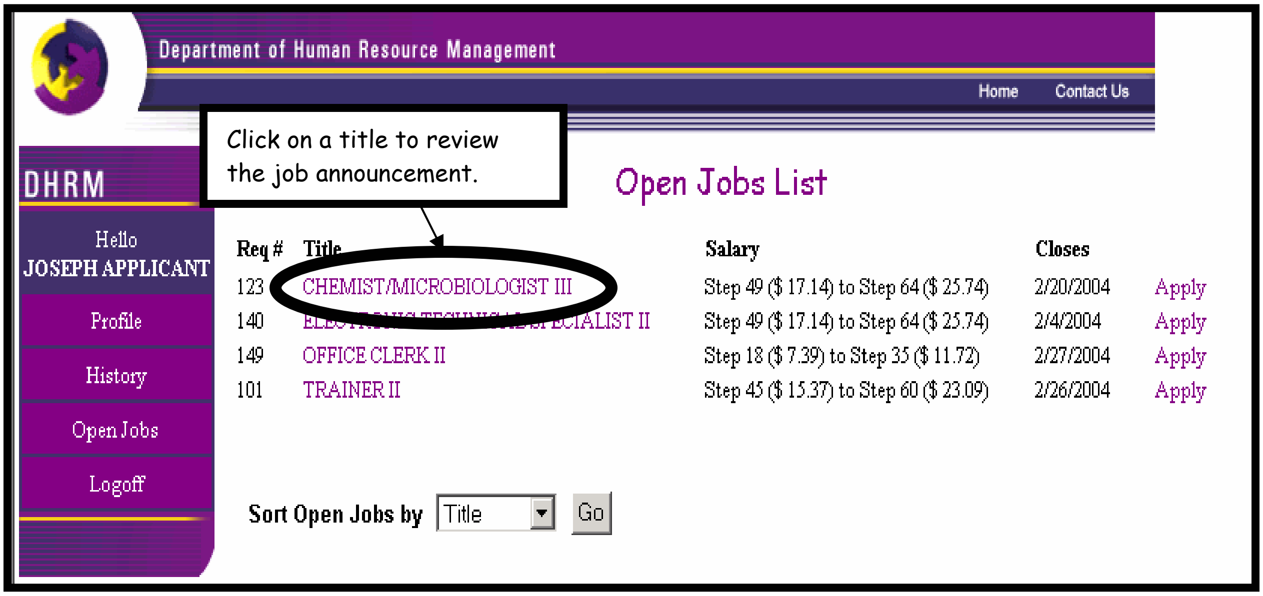


Sort Open Jobs by Title, Agency or Category and click Go.

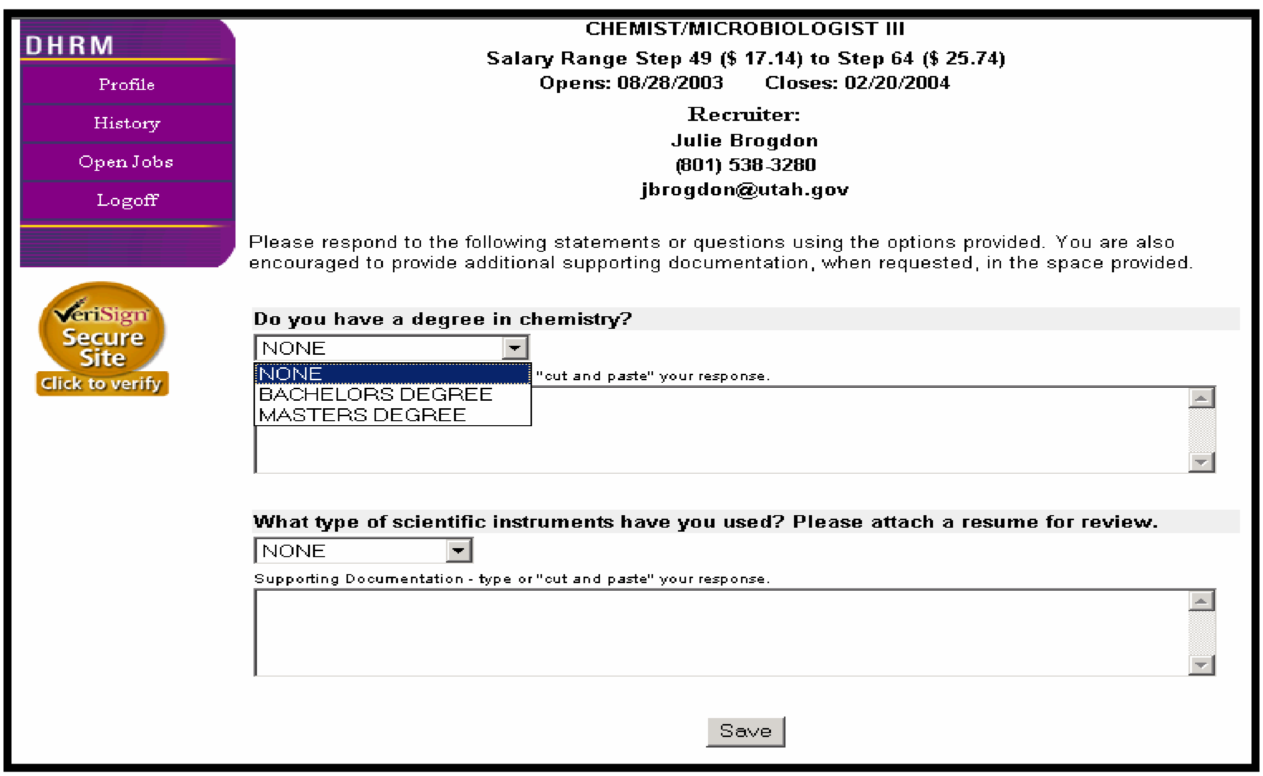


How Do I Apply For Open Jobs?

After clicking on Open Jobs, the job seeker will click Apply to be considered for open jobs. To view the job announcement, click on the highlighted title. This screen indicates the requisition #, salary range and closing date for the job.



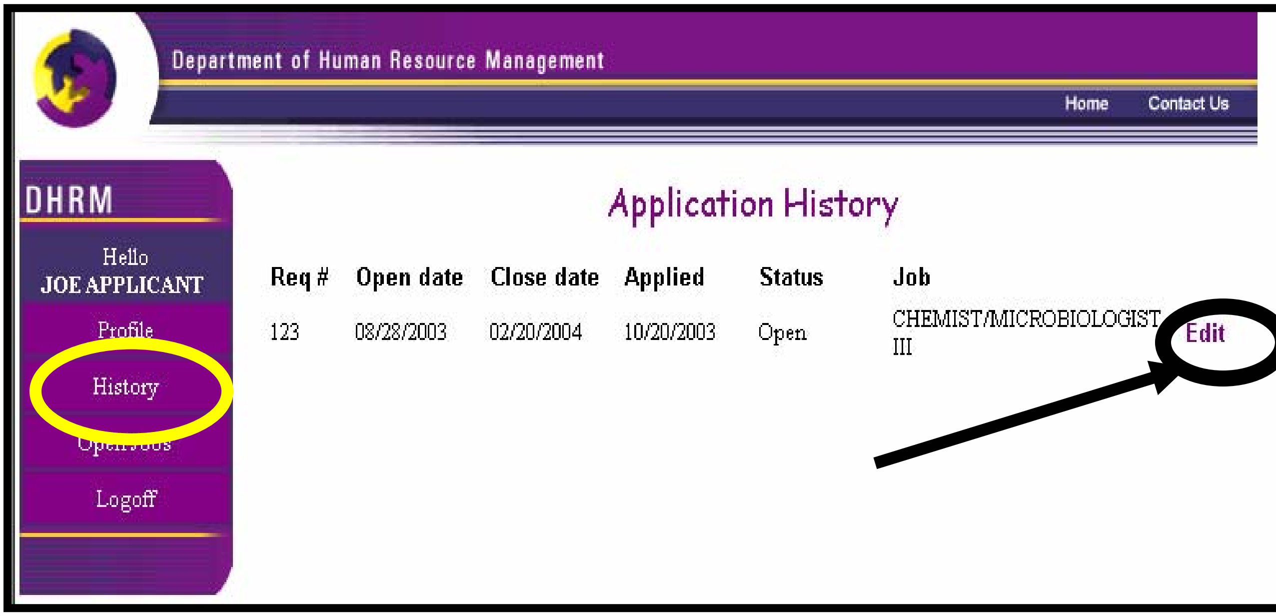
Job seekers respond to statements or questions. Supporting documentation may be provided in the box located below the question. When the information has been entered, click Save.



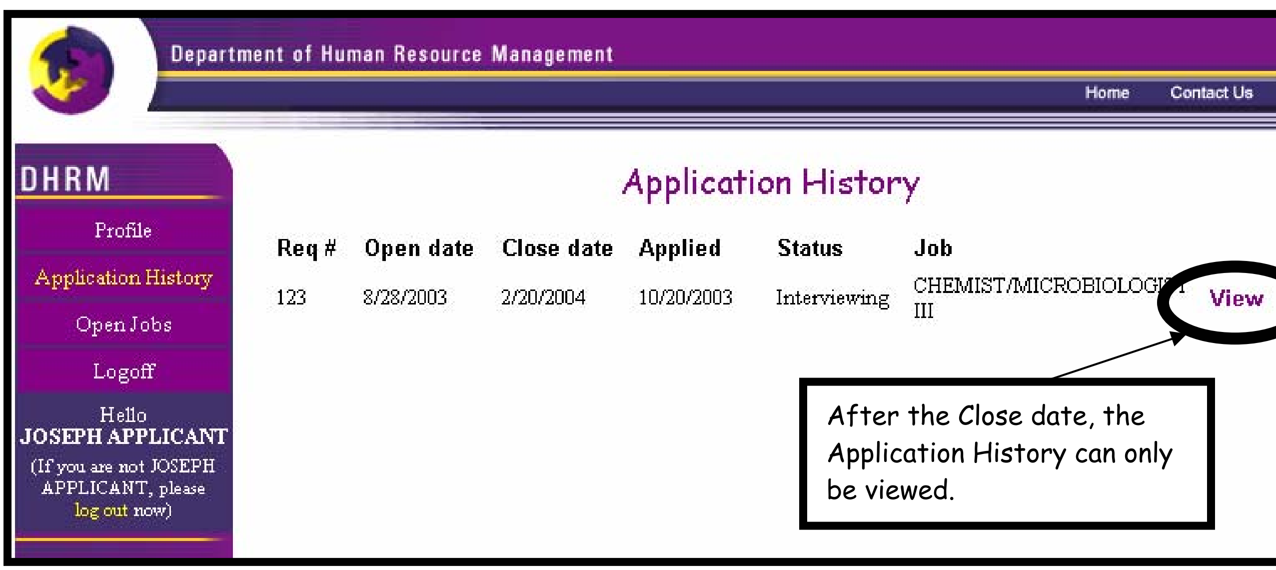
How Do I Edit or View Jobs Applied For?

Application History

Click on History to view jobs that the job seeker has applied for. The information provided to the employer can be updated by clicking Edit. The information can only be edited while the status of the job is open.

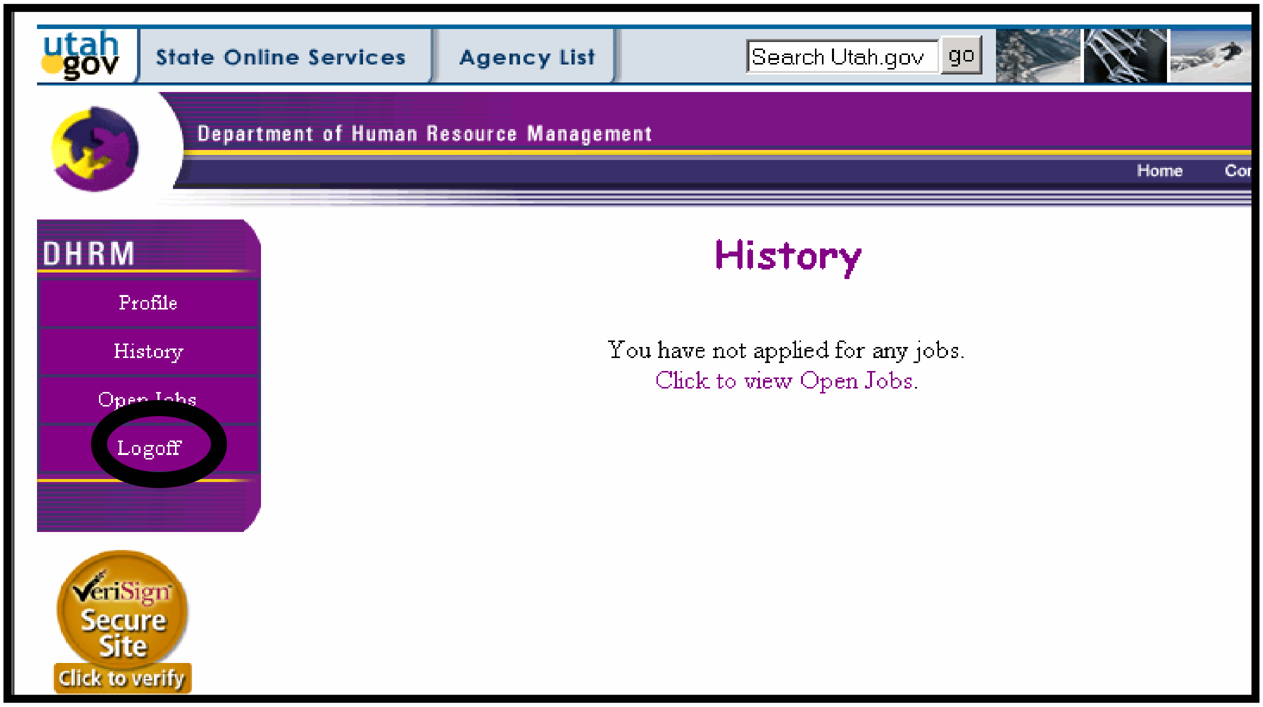


After the job Close date, Application History can only be viewed.



How Do I Log Off?

Log Off
Job seekers Log Off when finished using the State of Utah's web based application site for the security of their account information.



Job seekers are informed when logged off.